

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.  
DOIF004

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced) Standard PD		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input checked="" type="checkbox"/> 4--Special Sensitive		14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Financial Systems Security Specialist	GS	0501	09		
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment  
Department of the Interior

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action  
Rena Lockwood,  
Sr. HR Specialist (Class/Comp)

Signature: RENAE LOCKWOOD  
Digitally signed by RENAE LOCKWOOD  
Date: 2017.03.07 09:15:25 -05'00'

Date: 03/07/2017

22. Position Classification Standards Used in Classifying/Grading Position  
Professional and Administrative Work in the Accounting and Budget Group, GS-0500 December 2000; Job Family Standard for Administrative Work in the IT Group, 2210

**Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

## Instructions for Completing Optional Form 8

### POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- \*1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- \*2. Check one.
  - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
  - "New" means the position has not previously existed.
  - "Reestablishment" means the position previously existed, but had been cancelled.
  - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
  - **The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.**
3. Check one.
- \*4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- \*5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- \*7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
  - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
  - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- \*15. Enter classification/job grading action.
  - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
  - For "Pay Plan code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.
  - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)."** The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- \*18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- \*20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- \*21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- \*25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e. g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

**Financial Systems Security Specialist**  
**GS-0501-09**

**I. Introduction**

This position is located in the FBMS Financial and Business Management (FBMS) Office, and is assigned to a Bureau within the Department of the Interior (DOI). FBMS is the Department of the Interior's sole fiscal accounting system and enterprise management system for all mission programs. FBMS is characterized as a large-scale consolidated and complex financial, procurement, property, and related information system supporting all Bureaus of varying sizes, budgets, geographic dispersion and vastly different programs within DOI. The incumbent is in a developmental financial specialist position supporting FBMS Security Point of Contact (SPOC) functions. SPOC includes responsibility to analyze and document policies and procedures relative to User Account Management and Separation and associated risk.

**II. Major Duties****Security Point of Contact (40%)**

Provides routine FBMS systems support:

- Performs limited research and analysis of applicable laws, regulations, policy, etc. and prepares summaries and recommendations for action.
- As assigned, performs designated segments of more complex financial assignments of higher-graded specialists.
- Analyzes and reconciles a variety of accounts and transactions.
- Formulates a variety of routine financial reports.
- Analyzes program trends/anomalies in accounting system transactions.
- Evaluates and reports on the current status of FBMS to supervisor and/or team leader.
- Performs analysis of program trends/anomalies in financial transactions.
- Works closely with FBMS security and information assurance teams on assigned projects.
- Communicates and coordinates with the Department's security and information assurance contacts to ensure processes and procedures for establishing and maintaining user roles met regulatory requirements.

**Financial Systems Issues (40%)**

Participates in the coordination of the resolution of accounting and financial and business management system problems arising from factors such as changes in legislation, the needs of program managers, Departmental emphasis, and standardization among Interior Bureaus:

- Advises SPOC or higher-grade financial specialist on redesign of reports or faster consolidation of data.
- Serves on team(s) coordinating the resolution of system issues arising from such factors

as changes in legislation, regulation, and standards.

- Tests system changes to ensure they do not compromise reporting requirements.
- Analyzes assigned segments of financial and business management systems and special reports and systems edits to develop information on trends, anomalies, or problems.
- Performs as an active player in meetings with supported organizations to discuss FBMS operational issues, including the impact of system changes.

### **Development of Policies and Procedures (20%)**

Provides support to higher-graded specialists in the development and update of business procedures for Bureau-wide implementation of laws, standards, regulations, and policies:

- Recommends redesign of reports or data consolidation to improve operations and internal controls.
- Provides accurate, useful and comparable reports for a variety of integrated functions.
- Monitors reports related to User Account Management functions, Separation of Duties and application security monitoring.
- Analyzes error trends and develops response protocols.
- Develops recommendations and best practices based upon information extracted from FBMS.
- Develops queries to analyze, troubleshoot or respond to specific data requests.
- Participates in year-end closing programs throughout the Bureau involving multiple functional areas.

Performs other similar duties as assigned.

### **III. Factor Levels**

#### **Factor 1 - Knowledge Required By the Position**

**Level 1-6      950 Points**

Professional knowledge of accounting concepts, principles, and methods sufficient to work independently using conventional procedures and practices that apply to most situations.

Knowledge of the established techniques and requirements of the agency to perform assignments based on the approved designs developed by others.

Ability to work with others on a team involved in the administrative and programmatic functions at the Department, Bureau, division and branch level.

Knowledge of IT Security policies, procedures, and regulations as defined by the agency, Department, other Federal agencies such as Office of Management and Budget (OMB) and Government Accountability Office (GAO) and issuances.

Knowledge of DOI, FBMS, and Bureau rules, policies, and regulations to include the DOI Security Policy Handbook.

Skill in applying, financial and business management concepts, principles and techniques, including new developments in financial management concepts and techniques to changing programs.

Knowledge of the Interior financial and business management systems and Bureau financial management operations and activities.

Ability to communicate. Tact and good negotiating skills are important. Persuasion is necessary to obtain agreement on technical points and methods that conflict with current policy and procedures.

**Factor 2 - Supervisory Controls**

**Level 2-3     275 Points**

The incumbent works for a supervisor or senior financial specialist. The supervisor outlines or discusses possible problem areas and defines objectives, plans, priorities, and deadlines. The employee independently plans and carries out the assignment in conformance with accepted accounting and finance practices. The employee adheres to instructions, policies, and guidelines in exercising judgment to resolve commonly encountered work problems and deviations. The employee brings controversial information or findings to the supervisor's or team leader's attention for direction.

The supervisor evaluates and reviews completed work for technical soundness and appropriateness; adequacy of the investigation and analysis; validity of conclusions drawn; conformity with applicable policies, regulations, and procedures, and adherence to requirements; and feasibility and utility of any proposals. The supervisor does not usually review methods used in detail.

**Factor 3 - Guidelines**

**Level 3-3     275 Points**

Guidelines, including federal and state laws and regulations, Executive orders, OMB Circulars, and DOI and Bureau directives, frequently require adaptation and/or interpretation. The incumbent uses judgment to evaluate the applicability of various guidelines to work assignments. The administrative guidelines provide instruction and procedures required in the performance of duties.

**Factor 4 - Complexity**

**Level 4-3     150 Points**

Assignments consist of providing routine support with analysis of aspects of interrelated financial management systems. Provides assistance on projects, studies, or evaluations characterized by the need for routine problem analysis of interrelated issues of effectiveness, efficiency, and productivity of the FBMS program's design and interoperability with supported systems. Decisions are complicated by consideration of such matters as the overall strengths and weaknesses of the current systems, existing policies, mission objectives, and interfaces with other projects.

**Factor 5 - Scope and Effect**

**Level 5-3     150 Points**

The work involves investigating and analyzing a variety of problems, questions, and conditions associated with the implementation of FBMS within the Bureau. The work affects the operation of systems or programs, productivity, mission accomplishment and financial security of the Bureau.

**Factors 6 & 7, Personal Contacts and Purpose of Contacts      Level 6-2 (b) 75 Points**

The incumbent maintains a variety of contacts in the Bureau (Headquarters, Regions, Programs, and FBMS end users), and with DOI, FBMS Business Integration Office personnel.

The purpose of contacts is to exchange information, formulate requirements, develop procedures, coordinate system modifications/upgrades, and make recommendations for system enhancements.

**Factor 8 - Physical Demands      Level 8-1      5 Points**

The work is sedentary. Some work may require walking and standing in conjunction with travel, and attendance at meetings away from the work site. No special physical demands are required to perform the work.

**Factor 9 - Work Environment      Level 9-1      5 Points**

The work is performed in a typical office setting. The work environment involves everyday risks or discomforts that require normal office safety precautions. Infrequent travel may be required to various offices throughout the country.

**Total Points: 1885**

**Point Range: 1855-2100= GS-09**