

POSITION DESCRIPTION							
1. Position Number			2. Explanation (show any positions replaced)				
3. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Standardized PD <input type="checkbox"/> Other							
4. Service <input type="checkbox"/> HQ <input type="checkbox"/> Field	5. Subject to Identical Addition (IA) Action <input type="checkbox"/> Yes (multiple use) <input type="checkbox"/> No (single incumbent)						
6. Position Specifications Subject to Random Drug Testing <input type="checkbox"/> Yes <input type="checkbox"/> No Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input type="checkbox"/> No Telework Suitable <input type="checkbox"/> Yes <input type="checkbox"/> No Fire Position <input type="checkbox"/> Yes <input type="checkbox"/> No Law Enforcement Position <input type="checkbox"/> Yes <input type="checkbox"/> No		7. Financial Statement Required <input type="checkbox"/> Executive Personnel-OGE-278 <input type="checkbox"/> Employment and Financial Interest-OGE-450 <input type="checkbox"/> None required		10. Position Sensitivity and Risk Designation <u>Non-Sensitive</u> <input type="checkbox"/> Non-Sensitive: Low-Risk <u>Public Trust</u> <input type="checkbox"/> Non-Sensitive: Moderate-Risk <input type="checkbox"/> Non-Sensitive: High-Risk <u>National Security</u> <input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk <input type="checkbox"/> Noncritical-Sensitive: High-Risk <input type="checkbox"/> Critical-Sensitive: High-Risk <input type="checkbox"/> Special Sensitive: High-Risk			
		8. Miscellaneous Functional Code: -- BUS: --	9. Full Performance Level Pay Plan: Grade:				
11. Position is <input type="checkbox"/> 2-Supervisory <input type="checkbox"/> 4-Supervisor (CSRA) <input type="checkbox"/> 5-Management Official <input type="checkbox"/> 6-Leader: Type I <input type="checkbox"/> 7-Leader: Type II <input type="checkbox"/> 8-Non-Supervisory		12. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> SES <input type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST		15. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt			
		13. Duty Station	14. Employing Office Location				
		16. Cybersecurity Code #1: #2: -- #3: --	17. Competitive Area Code: Competitive Level Code:				
18. Classified/Graded by	Official Title of Position		Pay Plan	Occupational Code	Grade	Initial	Date
a. Department, Bureau, or Office							
b. Second Level Review			--		--		
19. Organizational Title of Position (if different from, or in addition to, official title)			20. Name of Employee (if vacant, specify)				
21. Department, Agency, or Establishment U.S. Department of the Interior			c. Third Subdivision				
a. Bureau/First Subdivision			d. Fourth Subdivision				
b. Second Subdivision			e. Fifth Subdivision				
22. 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, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/payment of public funds. 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		
23. 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.			24. Position Classification Standards Used in Classifying/Grading Position				
Typed Name and Title of Official Taking Action							
Signature		Date					
25. Position Review	Initials	Date	Initials	Date			
a. Supervisor				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.			
b. Classifier							
26. Remarks							

DOI Standard PD
PD# DF00900

Classification: Financial Systems Security Specialist, GS-501-12

Introduction:

This position is located in the FBMS Financial and Business Management (FBMS) Office, and is assigned to a Bureau of 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 serves as the Bureau lead and FBMS Security Point of Contact (SPOC) with responsibility to analyze and document policies and procedures relative to User Account Management and Separation of Duties and associated risk.

Major Duties and Responsibilities:

Security Point of Contact (40%)

Serves as the point of contact for assigned Bureau on FBMS financial security issues. Provides interpretive guidance to other accounting and financial and business management staff and functional representatives. Works closely with FBMS security and information assurance teams, the Business Integration Office, Department of the Treasury, and/or other Departmental Bureaus and Offices. Communicates and coordinates with the Department's security and information assurance contacts to ensure processes and procedures for establishing and maintaining user roles is effective and includes internal control security measures. Serves on Departmental committees and integrated project teams as Bureau representative. Attends meetings and briefs managers on the status of system functionality.

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 management on changes to functional/program workflow practices or procedures, better internal controls, and redesign of reports or faster consolidation of data. Participates in 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; evaluating proposals to integrate the system with interfacing administrative support and functional program information systems. Analyzes operations, financial and business management systems, periodic and special reports and systems edits to develop information on trends, anomalies, or problems, and develops solutions; planning and executing changes to the content and nature of financial reports and application of computer technology to financial and business management functions. Assists with monitoring work performed to assure it meets statutory and regulatory requirements related to security, and complies with government and departmental security policies. Evaluates Bureau practices related to security to ensure compliance with Chief Financial Office, DOI, Bureau and other relevant regulations and procedures. Recommends new and more effective practices and procedures.

Development of Policies and Procedures (20%)

Assists with developing policies, procedures and regulations relating to FBMS access, roles, separation of duties, acceptance of risk, and periodic review of roles. Monitors reports related to User Account Management functions, Separation of Duties, and application security monitoring. Analyzes error trends and develops response protocols. Assists with developing certification and accreditation documents, conducts internal reviews, documents contingency plans, prepares client documentation to auditors, and develops clear Action and Milestone findings. Oversees technical security information in custom tables, including master records.

Performs other similar duties as assigned.

Factor 1, Knowledge Required by the Position

Level 1-7 1250 points

Comprehensive knowledge of, and skill in applying, financial and business management concepts, principles and techniques, including new developments in financial management concepts and techniques to changing programs.

Comprehensive 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 the Government Accountability Office (GAO) and issuances applicable to the broader IT community in order to make decisions and recommendations significantly changing, interpreting, or developing FBMS policies and programs.

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

Knowledge of FBMS separation of duties, roles, and system transactions to establish and manage users and of internal controls and best practices for mitigating financial risks when establishing user roles.

Current knowledge of financial and business management roles and responsibilities.
Ability to communicate, both orally and in writing, exercise good judgment, and make decisions in dealing with a wide variety of audiences impacted by DOI, FBMS, and Bureau rules, policies, and regulations.

Ability to design and implement security review programs necessary to determine program weaknesses and deficiencies as they apply to management concepts and principles.

Ability to work with others on a team involved in the administrative and programmatic functions at the Department, Bureau, division and branch level. Possesses the ability to discuss the issues up and down the chain of command. Tact and good negotiating skills are required. Persuasion is necessary to obtain agreement on technical points and methods that conflict with current policy and procedures.

Factor 2, Supervisory Controls

Level 2-4 450 points

The work is performed under the general supervision of the supervisor. Specific guidance is rarely given, only in unusual cases or when precedent-setting or controversial actions are involved or contemplated. The employee, having developed expertise in the line of work, is

responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. The employee determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, and effectiveness in meeting requirements or expected results. Technical determinations made are usually final and only subject to policy review and control.

Factor 3, Guidelines

Level 3-4 450 points

Guidelines, including federal and state laws and regulations, Executive orders, OMB Circulars, and DOI and Bureau directives, are frequently lacking or only of limited use. The incumbent must exercise considerable resourcefulness and display originality in developing new policies and procedures that will detect and eliminate management and internal control problems. The guidelines provide instruction and procedures required in the performance of duties. The incumbent must exercise considerable knowledge, judgment, and discretion as to a meaningful and cost-effective application of these guidelines and be able to adapt these guidelines to current situations.

Factor 4, Complexity

Level 4-5 325 Points

Work is characterized by solving financial management problems in particularly difficult and responsible circumstances. The incumbent is considered an authority in the application and deployment of FBMS. The incumbent is accountable for furnishing analysis and recommendations of the automated financial management system, including major enhancements to the system and integration with other automated management systems. The incumbent designs, adapts, or operates a system involving significant problems and difficulty that cannot be solved by routine application of well-established financial management and systems principles, theories, and concepts and therefore requires the development of new, novel, specialized, and individually designed solutions to the processing of problems. Serves as technical leader on a variety of special projects. This work requires solving problems never encountered before. Automation technology is changing rapidly, further complicating the business processes. The incumbent must determine the nature and extent of actions required to deploy or improve the accounting systems, and coordinating automation requirements, policy, and procedural issues with DOI and Department of the Treasury.

Factor 5, Scope and Effect

Level 5-4 225 points

The work involves investigating and analyzing a variety of unusual problems, questions, or conditions associated with FBMS, the system that supports accounting, budgeting, procurement, disbursing, and statistical reporting. Work involves isolating and defining unknown conditions, resolving critical problems, and developing new theories. Coordinates information outputs from financial management systems that support management of programs funded by a number of appropriations. Work outcomes have an impact in areas such as major aspects of programs or missions and the comprehensive application of accounting principles, concepts, and techniques to managing complex accounting systems. Work affects the financial success and viability of programs throughout the Bureau and at the Department level.

Factor 6, Personal Contacts and Factor 7, Purpose of Contacts

Level 3c-180 points

Contacts in addition to those within the FBMS and the Bureau are with vendor representatives, security personnel of other agencies, representatives of professional associations, and the like. The incumbent may also make contacts with the head of the employing agency or program officials several managerial levels above the incumbent. Such contacts may occur in a formal presentation setting, on an ad hoc or other irregular basis.

The purpose of contacts is to influence others to utilize particular information assurance methods and procedures, or to persuade others to cooperate in meeting objectives when there is resistance. Persons contacted typically have diverse viewpoints, goals, or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.

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: 2890

Point Range: 2755-3150 = GS-12