

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						
b. Classifier						
26. Remarks						

**DOI Standard PD**  
**PD# DF01000**

**Classification: Financial Systems Security Specialist, GS-501-11**

**Introduction:**

This position is located in the Financial and Business Management (FEMS) Office, and is assigned to a Bureau within the Department of the Interior (DOI). FEMS 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 FEMS 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.

**Major Duties and Responsibilities:**

Security Point of Contact (40%)

Performs limited research and analysis of applicable laws, regulations, policy, 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 FEMS to supervisor and/or team leader. Performs analysis of program trends/anomalies in financial transactions. Works closely with FEMS 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.

**Factor 1, Knowledge Required by the Position**

**Level 1-7 1250 points**

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.

Detailed, intensive 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 applicable to the broader IT community 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 3-3 275 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 4-4 225 Points**

Assignments consist of analysis of aspects of interrelated financial management systems and of projects, studies, or evaluations characterized by the need for substantial problem analysis of interrelated issues of effectiveness, efficiency, and productivity of the FBMS program's design and interoperability with supported systems. Analyzes and evaluates systems architecture and administration. Uses findings to design local reporting forms, programs, and procedures for accessing data. Selects data monitoring and evaluation techniques and prepares financial reports. 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 Bureaus and offices.

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

**Level 2b-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: 2435*

*Point Range: 2355-2750= GS-11*