

☐ NEW

☒ VA:

MR#: B10593

IP#:

CLASSIFICATION AND PERFORMANCE MANAGEMENT RECORD

• Performance Plan • Performance Appraisal • Performance Recognition • Progress Review • Position Description

Employee's Name: _____ Social Security No.: _____

Position Title: General Engineer

Pay Plan, Series, Grade/Step: GS-0801-13

Organization: 1. BIS 4. _____
2. EA 5. _____
3. NSTTC 6. _____

Rating Period: _____

Covered By: ☐ Senior Executive Service ☐ Other _____
☐ General Workforce

PART A—POSITION DESCRIPTION

POSITION CERTIFICATION—I certify that this is an accurate statement of the major duties and responsibilities of the position and its organization 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 violation of such statute or their implementing regulations.

SUPERVISOR'S SIGNATURE
Matthew S. Borman for
Eileen M. Albanese, Dir NSTTC

DATE
09/10/18

SECOND LEVEL SUPERVISOR
Matthew S. Borman
Matthew S. Borman, DAS/EA

DATE
09/07/18

**CLASSIFICATION
CERTIFICATION**

OFFICIAL TITLE: General Engineer

PP: GS

SERIES: 0801

FUNC: 42

GRADE: 13

VA: ☒ YES ☐ NO

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

NAME AND TITLE OF CLASSIFIER

Sheila Moore, HR Specialist

SIGNATURE

Sheila Moore

DATE

12/04/18

PART B—PERFORMANCE PLAN

This plan is an accurate statement of the work that will be the basis of the employee's performance appraisal.

NAME AND TITLE OF FIRST LINE SUPERVISOR/RATING OFFICIAL

SIGNATURE

DATE

APPROVAL—I agree with the certification of the position description and approve the performance plan.

NAME AND TITLE OF APPROVING OFFICIAL OR SES APPOINTING AUTHORITY

SIGNATURE

DATE

EMPLOYEE ACKNOWLEDGEMENT—My signature acknowledges discussion of the position description and receipt of the plan, and does not necessarily signify agreement.

SIGNATURE

DATE

PRIVACY ACT STATEMENT—Disclosure of your social security number on this form is voluntary. The number is linked with your name in the official personnel records system to ensure unique identification of your records. The social security number will be used solely to ensure accurate entry of your performance rating into the automated record system.

MASTER RECORD/INDIVIDUAL POSITION DATA

A. KEY DATA											
1. FUNCTION (1)		2. DEPT. CD/AGCY-BUR CD (4)		3. SON (4)		4. MR NO (6)		5. GRADE (2)		6. IP NO (8)	
n/a		CM67		1426		B10593		13			
B. MASTER RECORD											
1. PAY PLAN (2)		2. OCC SER (4)		3. OCC FUNC CD (2)		4. OFF TLE-PF/CD/SF (8)		5. OFF TITLE (38) (32 W/ PF OR SF) (28 W/ PF AND SF)			
GS		0801		42		PFIX TITLE CD SFIX 0008		GEN ENG			
6. HQ/FLO CD (1)		7. SUPV CD (1)		8. CLASS STD CD (1)		9. INTERDIS CD (1)		10. DATE CLASS (6)			
1		8				N		18 04 2018			
11. EARLY RET CD (1)		12. INACT/ACT (1)		13. DT ABOL (8)		14. DT INACT/REACT (8)		15. AGCY USE (10)			
1		A									
16. INTERDIS SERIES (40)											
17. INTERDIS-PF/CD/SF (50) (32 W/ PF OR SF) (28 W/ PF AND SF)											
C. INDIVIDUAL POSITION											
1. FLSA (1)		2. FIN DS (1)		3. POS SCHED (1)		3A. CYBER SECURITY (9)		4. POS SENS (2)		4A. DRUG TS (1)	
E		4		A		000		3N		Y	
8. WK TITL CD (4)		7. WK TITL (38)		9. VAC REV CD (1)		9A. TELEWORK		10. TARGET GRADE (2)		11. DATE-EST (6)	
		General Engineer				Y		14		12/04/18	
10. TARGET GRADE (2)		11. LANG REQ (2)		12. PROJ DUTY IND (1)		13. DUTY STATION (9)		14. BUS CD (4)		15. DT LST AUDIT (6)	
14						11		7777			
18. GRADE BASIS IND (1)		19. DT REQUEST RECD (8)		20. NTE DATE (6)		21. POS ST BUD (1)		22. MAINT REV/CLASS ACT CD (2) (1ST DIGIT=ACTIVITY AND 2ND DIGIT=RESULTS)		23. DATE EMP ASN (8)	
1						Y		13		24. DATE ABOL (8)	
										25. INACT/ACT (1)	
										26. DATE INACT/REACT (8)	
										27. ACCTG STAT (4)	
										28. INTASGN SER (4)	
										29. AGENCY USE (8)	
										30. PERSONNEL MANAGEMENT SPECIALIST'S SIGNATURE	
										31. DATE	
										12/04/18	
32. REMARKS											
Career ladder GS-0801-14 BT-0594											
HR Connect Org Code: 6744600000											
Reports to: 15219060											

☐ NEW

☒ I/A:

MR#: 810593

IP#: _____

CLASSIFICATION AND PERFORMANCE MANAGEMENT RECORD

• Performance Plan • Performance Appraisal • Performance Recognition • Progress Review • Position Description

Employee's Name: _____

Social Security No.: _____

Position Title: General Engineer

Pay Plan, Series, Grade/Step: GS-0801-13

Organization: 1. BIS
2. EA
3. NSTTC

4. Electronics & Materials Div
5. _____
6. _____

Rating Period: _____

Covered By: ☐ Senior Executive Service ☐ Other _____

☒ General Workforce _____

PART A—POSITION DESCRIPTION

POSITION CERTIFICATION—I certify that this is an accurate statement of the major duties and responsibilities of the position and its organization 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 violation of such statute or their implementing regulations.

SUPERVISOR'S SIGNATURE

Brian Baker Dir, EMD

DATE

11/30/18

SECOND LEVEL SUPERVISOR

Eileen Albanese Dir, NSTTC

DATE

11/30/18

CLASSIFICATION
CERTIFICATION

OFFICIAL TITLE: General Engineer

PP: GS

SERIES: 0801

FUNC: _____

GRADE: 13

I/A: ☒ YES ☐ NO

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

NAME/TITLE OF CLASSIFIER

Shirley Marie H. Specialist

SIGNATURE

Shirley Marie

DATE

12/4/18

PART B—PERFORMANCE PLAN

This plan is an accurate statement of the work that will be the basis of the employee's performance appraisal.

NAME AND TITLE OF FIRST LINE SUPERVISOR/RATING OFFICIAL

SIGNATURE

DATE

APPROVAL—I agree with the certification of the position description and approve the performance plan.

NAME AND TITLE OF APPROVING OFFICIAL OR SES APPOINTING AUTHORITY

SIGNATURE

DATE

EMPLOYEE ACKNOWLEDGEMENT—My signature acknowledges discussion of the position description and receipt of the plan, and does not necessarily signify agreement.

SIGNATURE

DATE

PRIVACY ACT STATEMENT—Disclosure of your social security number on this form is voluntary. The number is linked with your name in the official personnel records system to ensure unique identification of your records. The social security number will be used solely to ensure accurate entry of your performance rating into the automated record system.

MASTER RECORD/INDIVIDUAL POSITION DATA

A. KEY DATA	
1 FUNCTION (1)	n/a
2 DEPT CD/AGCY-BUR CD (4)	CM67
3 SON (4)	1426
4 MR NO (6)	BT0693
5 GRADE (2)	13
6 IP NO (8)	

B. MASTER RECORD	
1 PAY PLAN (2)	GS
2 OCC SER (4)	0801
3 OCC FUNC CD (2)	42
4 OFF TLE/PF/CD/SF (6)	0008
5 OFF TITLE (38) (32 W/ PF OR SF) (26 W/ PF AND SF)	General Engineer
6 HQ/FLD CD (1)	1
7 SUPV CD (1)	8
8 CLASS STD CD (1)	X-NEW STD
9 INTERDIS CD (1)	N=NO
10 DATE CLASS (6)	MO 12 DAY 4 YEAR 2018
11 EARLY RET CD (1)	12 INACT/ACT (1)
12 INACT/ACT (1)	13 DT ABOL (6)
13 DT ABOL (6)	14 DT INACT/REACT (6)
14 DT INACT/REACT (6)	15 AGCY USE (10)
16 INTERDIS SERIES (40)	
17 INTERDIS-PF/CD/SF (60) (32 W/ PF OR SF) (26 W/ PF AND SF)	

C. INDIVIDUAL POSITION	
1 FLSA (1)	E=EXEMPT
2 FIN DS (1)	4
3 POS SCHED (1)	A=SCH B=EXCEPTED C=SCH BUT NOT D=SCH A,B,C
4 POS SENS (2)	1=LOW RIS 2=NONCRIT/SEN 3=CRIT/SENS 4=SPECIAL SENS 5=MOD RISK 6=HIGH RISK
5 COMP LVL (4)	3N
6 WK TITLE CD (4)	7 WK TITLE (38)
7 WK TITLE (38)	General Engineer
8 ORG STR CD (18)	9 VAC REV CD (1)
9 VAC REV CD (1)	10 TARGET GRADE (2)
10 TARGET GRADE (2)	11 LANG REG (2)
11 LANG REG (2)	12 PRODUTY IND (1)
12 PRODUTY IND (1)	13 DUTY STATION (9)
13 DUTY STATION (9)	14 BUS CD (4)
14 BUS CD (4)	15 DT LST AUDIT (6)
15 DT LST AUDIT (6)	16 PAS IND/LAO (1)
16 PAS IND/LAO (1)	17 DATE-EST (6)
17 DATE-EST (6)	18 GRADE BASIS IND (1)
18 GRADE BASIS IND (1)	19 DT REQUEST RECD (6)
19 DT REQUEST RECD (6)	20 NTE DATE (6)
20 NTE DATE (6)	21 POS ST BUD (1)
21 POS ST BUD (1)	22 MAINT REV/CLASS ACT CD (2) (1ST DIGIT=ACTIVITY AND 2ND DIGIT=RESULTS)
22 MAINT REV/CLASS ACT CD (2) (1ST DIGIT=ACTIVITY AND 2ND DIGIT=RESULTS)	23 DATE EMP ASGN (6)
23 DATE EMP ASGN (6)	24 DATE ABOL (6)
24 DATE ABOL (6)	25 INACT/ACT (1)
25 INACT/ACT (1)	26 DATE INACT/REACT (6)
26 DATE INACT/REACT (6)	27 ACCTG STAT (4)
27 ACCTG STAT (4)	28 INTASGN SER (4)
28 INTASGN SER (4)	29 AGENCY USE (6)
29 AGENCY USE (6)	30 PERSONNEL MANAGEMENT SPECIALIST'S SIGNATURE
30 PERSONNEL MANAGEMENT SPECIALIST'S SIGNATURE	31 DATE
31 DATE	32 REMARKS

HR Connect Org Code: 6744600001
 Avail Addr: GS-0801-14 BT0694
 Reports to: 15219166

☐ NEW

CLASSIFICATION AND PERFORMANCE MANAGEMENT RECORD

☒ I/A:

MR#: 810593

IP#:

• Performance Plan • Performance Appraisal • Performance Recognition • Progress Review • Position Description

Employee's Name: _____ Social Security No.: _____

Position Title: General Engineer

Pay Plan, Series, Grade/Step: GS-0801-13

Organization: 1. BIS 4. Information Technology Div
2. EA 5. _____
3. NSTTC 6. _____

Rating Period: _____

Covered By: ☐ Senior Executive Service ☐ Other _____
☒ General Workforce

PART A—POSITION DESCRIPTION

POSITION CERTIFICATION—I certify that this is an accurate statement of the major duties and responsibilities of the position and its organization 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 violation of such statute or their implementing regulations.

SUPERVISOR'S SIGNATURE [Signature]
Aaron Amundson, Dir ITD

DATE
11/30/18

SECOND LEVEL SUPERVISOR
[Signature] Eileen Albanese Dir, NSTTC

DATE
11/30/18

CLASSIFICATION CERTIFICATION

OFFICIAL TITLE: General Engineer

PP: GS

SERIES: 0801

FUNC:

GRADE: 13

I/A: ☒ YES ☐ NO

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

NAME AND TITLE OF CLASSIFIER

Sheils Mure, HR Specialist

SIGNATURE

[Signature]

DATE

12/4/18

PART B—PERFORMANCE PLAN

This plan is an accurate statement of the work that will be the basis of the employee's performance appraisal.

NAME AND TITLE OF FIRST LINE SUPERVISOR/RATING OFFICIAL

SIGNATURE

DATE

APPROVAL—I agree with the certification of the position description and approve the performance plan.

NAME AND TITLE OF APPROVING OFFICIAL OR SES APPOINTING AUTHORITY

SIGNATURE

DATE

EMPLOYEE ACKNOWLEDGEMENT—My signature acknowledges discussion of the position description and receipt of the plan, and does not necessarily signify agreement.

SIGNATURE

DATE

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MASTER RECORD/INDIVIDUAL POSITION DATA

A. KEY DATA	
1 FUNCTION (1)	n/a
2 DEPT CDA/AGCY-BUR CD (4)	CM67
3 SON (4)	1426
4 MR NO (6)	BI0593
5 GRADE (2)	13
6 IP NO (8)	

B. MASTER RECORD	
1 PAY PLAN (2)	GS
2 OCC SER (4)	0801
3 OCC FUNC CD (2)	42
4 OFF TLE-PF/CD/SF (6)	0008
5 OFF TITL (38) (32 W/ PF OR SF) (26 W/ PF AND SF)	General Engineer
6 HO/FLD CD (1)	8
7 SUPV CD (1)	
8 CLASS STD CD (1)	
9 INTERDIS CD (1)	
10 DATE CLASS (6)	12/4/19
11 EARLY RET CD (1)	
12 INACT/ACT (1)	
13 DT ABOL (6)	
14 DT INACT/REACT (6)	
15 AGCY USE (10)	
16 INTERDIS SERIES (40)	
17 INTERDIS-PF/CD/SF (60) (32 W/ PF OR SF) (26 W/ PF AND SF)	

C. INDIVIDUAL POSITION	
1 FLSA (1)	E
PAY TBL (6)	4
2 FIN DS (1)	0-NONE
3 POS SCHED (1)	A-SCH 0-EXCEPTED
4 POS SENS (2)	1-LOW RISK
5 COMP LVL (4)	0001
6 WK TITL CD (4)	General Engineer
7 WK TITL (38)	
8 ORG STR CD (18)	
9 VAC REV CD (1)	
10 TARGET GRADE (2)	67
11 LANG REO (2)	60
12 PROJ DUTY	00
13 DUTY STATION (6)	00
14 BUS CD (4)	7777
15 DT LST AUDIT (6)	
16 PAS INDLCO (1)	
17 DATE-EST (6)	
18 GRADE BASIS IND (1)	
19 DT REQUEST RECD (6)	
20 NTE DATE (6)	
21 POS ST BUD (1)	
22 MAIN REV/CLASS ACT CD (2) (1ST DIGIT=ACTIVITY AND 2ND DIGIT=RESULTS)	
23 DATE EMP ASGN (6)	
24 DATE ABOL (6)	
25 INACT/ACT (1)	
26 DATE INACT/REACT (6)	
27 ACCTG STAT (4)	
28 INTASGN SER (4)	
29 AGENCY USE (6)	
30 PERSONNEL MANAGEMENT SPECIALIST'S SIGNATURE	
31 DATE	12/4/19
32 REMARKS	

CLASSIFICATION AND PERFORMANCE MANAGEMENT RECORD

• Performance Plan • Performance Appraisal • Performance Recognition • Progress Review • Position Description

Employee's Name: _____ Social Security No.: _____

Position Title: General Engineer

Pay Plan, Series, Grade/Step: GS-0801-13

Organization: 1. BIS 4. Sensors & Aviations Div
2. EA 5. _____
3. NSTTC 6. _____

Rating Period: _____

Covered By: ☒ Senior Executive Service ☐ Other _____
☒ General Workforce _____

PART A—POSITION DESCRIPTION

POSITION CERTIFICATION—I certify that this is an accurate statement of the major duties and responsibilities of the position and its organization 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 violation of such statute or their implementing regulations.

SUPERVISOR'S SIGNATURE <u>Dennis Krepp, Dir, SAO</u>	DATE <u>11/30/18</u>	SECOND LEVEL SUPERVISOR <u>Eileen Albanese Dir, NSTTC</u>	DATE <u>11/30/18</u>
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CLASSIFICATION CERTIFICATION	OFFICIAL TITLE: <u>General Engineer</u>				
	PP: <u>GS</u>	SERIES: <u>0801</u>	FUNC: _____	GRADE: <u>13</u>	I/A: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

NAME AND TITLE OF CLASSIFIER <u>Sheets Mary H. Specialist</u>	SIGNATURE <u>Sheets Mary H.</u>	DATE <u>12/4/18</u>
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PART B—PERFORMANCE PLAN

This plan is an accurate statement of the work that will be the basis of the employee's performance appraisal.

NAME AND TITLE OF FIRST LINE SUPERVISOR/RATING OFFICIAL	SIGNATURE	DATE

APPROVAL—I agree with the certification of the position description and approve the performance plan.

NAME AND TITLE OF APPROVING OFFICIAL OR SES APPOINTING AUTHORITY	SIGNATURE	DATE

EMPLOYEE ACKNOWLEDGEMENT —My signature acknowledges discussion of the position description and receipt of the plan, and does not necessarily signify agreement.	SIGNATURE	DATE

PRIVACY ACT STATEMENT—Disclosure of your social security number on this form is voluntary. The number is linked with your name in the official personnel records system to ensure unique identification of your records. The social security number will be used solely to ensure accurate entry of your performance rating into the automated record system.

MASTER RECORD/INDIVIDUAL POSITION DATA

A. KEY DATA	
1. FUNCTION (1)	n/a
2. DEPT. CD/AGCY-BUR CD (4)	CM67
3. SON (4)	1426
4. MR NO (6)	BI0593
5. GRADE (2)	13
6. IP NO (8)	

B. MASTER RECORD									
1. PAY PLAN (2)	GS	2. OCC SER (4)	0801	3. OCC FUNC CD (2)	42	4. OFF TLE-PF/CD/SF (6)	0008	5. OFF TITL (38) (32 W/ PF OR SF) (26 W/ PF AND SF)	General Engineer
6. HQ/FLD CD (1)	1	7. SUPV CD (1)	8	8. CLASS STD CD (1)	BLANK=N/A	9. INTERDIS CD (1)	N	10. DATE CLASS (6)	12/4/2018
11. EARLY RET CD (1)	1	12. INACT/ACT (1)	1	13. DT ABOL (6)	MO DAY YEAR	14. DT INACT/REACT (6)	MO DAY YEAR	15. AGCY USE (10)	
16. INTERDIS SERIES (40)									
17. INTERDIS-PF/CD/SF (60) (32 W/ PF OR SF) (26 W/ PF AND SF)									

C. INDIVIDUAL POSITION									
1. FLSA (1)	E	2. FIN DS (1)	4	3. POS SCHED (1)	A-SCH 0=EXCEPTED B-SCH BUT NOT C-SCH A.B.C	4. POS SENS (2)	1=LOW RIS 2=NONCRIT/SEN 3=CRIT/SENS 4=SPECIAL SENS 5=MOD RISK 6=HIGH RISK	5. COMP LVL (4)	0001
6. WK TITL CD (4)	General Engineer								
7. WK TITL (30)									
8. ORG STR CD (18)	67	9. VAC REV CD (1)	0	10. TARGET GRADE (2)	44	11. LANG REG (2)	60	12. PROJ DUTY IND (1)	00
13. DUTY STATION (5)	00	14. BUS CD (4)	7777	15. DT LST AUDIT (6)	MO DAY YEAR	16. PAS IND/LEO (1)	1=PAS 2=NONCRIT/SEN 3=CRIT/SENS 4=SPECIAL SENS 5=MOD RISK 6=HIGH RISK	17. DATE-EST (6)	MO DAY YEAR
18. GRADE BASIS IND (1)	14	19. DT REQUEST RECD (6)	MO DAY YEAR	20. NTE DATE (6)	MO DAY YEAR	21. POS ST BUD (1)	Y	22. MAINT REV/CLASS ACT CD (2) (1ST DIGIT=ACTIVITY AND 2ND DIGIT=RESULTS)	13
23. DATE EMP ASGN (6)	MO DAY YEAR	24. DATE ABOL (6)	MO DAY YEAR	25. INACT/ACT (1)	1=INACTIVE 2=NEW PD REQUIRED 3=MINOR PD CHANGE 4=TITLE CHANGE 5=SERIES CHANGE 6=POSN UPGRADE 7=POSN DOWNGRADE 8=OTHER	26. DATE INACT/REACT (6)	MO DAY YEAR	27. ACCTG STAT (4)	MO DAY YEAR
28. DATE INACT/REACT (6)	MO DAY YEAR	29. INTASGN SER (4)	MO DAY YEAR	30. PERSONNEL MANAGEMENT SPECIALIST'S SIGNATURE					
31. DATE	12/4/18								
32. REMARKS									

HR Connect Org Code: 6744600002
 Career Ladder: GS-0801-14, BI0594
 Report to: BI059169

**BUREAU OF INDUSTRY AND SECURITY
OFFICE OF THE ASSISTANT SECRETARY FOR EXPORT ADMINISTRATION
OFFICE OF NATIONAL SECURITY AND TECHNOLOGY TRANSFER CONTROLS**

**GENERAL ENGINEER
GS-0801-13**

I. INTRODUCTION

This position is located in the Bureau of Industry and Security (BIS), Office of the Assistant Secretary for Export Administration (EA), Office of National Security and Technology Transfer Controls (NSTTC). Position may be in one of the following offices: NSTTC Front Office, Electronics and Materials Division (EMD), Information Technology Division (ITD) or Sensors & Aviation's Division (SAD). (See corresponding CD-516)

The incumbent serves as a widely recognized subject matter expert providing broad engineering and specialized expertise to an organization, project or team. Serves as the Bureau's liaison with industries on export control issues related to a wide range of commodities and technologies under the jurisdiction of the Department of Commerce in one or more of the following areas: materials, materials processing, electronics, telecommunications, computers, information security, avionics, marine, sensors, laser, spacecraft, and navigation.

II. MAJOR DUTIES AND RESPONSIBILITIES

- Using engineer skills, conducts studies of major categories of commodities and technical data in terms of their potential for unwanted technology transfer, and of technology transfer mechanisms of controlled commodities and technical data to identify effective control techniques and strategies.
- Using engineer skills, monitors technology transfer developments and prepares analysis and recommendations, as appropriate, to keep the export control system grounded on a sound technical foundation.
- Represent the Bureau and the Department's position at interagency meetings.
- Proposes options to senior officials which may resolve outstanding interagency issues.
- Addresses and provides guidance on the facts and issues associated with area of expertise.
- Integrates U.S. industry's economic/regulatory concerns into the Bureau's development of regulations and the Export Administration Act.
- Reviews prior cases for license history, approvals, and denials.

- Prepares technical analysis papers for escalation to the Operating Committee (OC) and interagency.
- Addresses detailed technical questions from varying audiences to include peers, representatives from federal agencies or professional organizations or industries, and the general public, utilizing knowledge gleaned from Export Administration Regulations (EAR).
- Establishes and maintains contacts with exporters and manufacturers to provide technical advice for specific transactions and to remain informed on commodity and industry developments.
- Develops, formulates and coordinates technical analysis in support of license review, commodity classifications, commodity jurisdiction recommendations, license determinations, advisory opinions, and export control policy options.
- Prepares technical analysis reports that evaluate the strategic applications of many of the commodities described on the Commerce Control List (CCL).
- May represent the Office at the Operating Committee (OC) and provides information and technical analysis of cases to interagency parties.

III. FACTOR LEVELS

Factor 1 - Knowledge required by the Position

FL 1-8

1,550 points

Mastery of advanced principles, techniques and practices of professional engineering of the various characteristics of items related to expertise in order to provide expert engineering support to a full range of activities to evaluate the generation and exchange of new theories, concepts, principles, methods, applications or practices concerned with the analysis, design, testing, or operation of systems.

Knowledge of international commercial trade issues and national security and foreign policy programs.

Ability to effectively and independently collect, compile, and present sound and authoritative technical and policy analyses and recommendations.

Knowledge of the responsibilities of government agencies, private sector interests, and others involved in the assignment area sufficient to guide and coordinate external contributions to programs and services and to disseminate information to concerned agencies.

Strong verbal skills and writing ability sufficient to speak and write convincingly to audiences.

Factor 2 - Supervisory Controls

FL2-4

450 points

The supervisor outlines overall objectives and available resources. The employee and supervisor, in

consultation, discuss scope of the assignment, approaches, time frames, and possible execution phases. The employee plans and carries out the assignment; resolves most conflicts independently; coordinates the work with others as necessary; interprets policy and regulatory requirements in terms of established objectives; keeps the supervisor informed of progress and potentially controversial problems, concerns, issues, or other matters; develops changes to plans and/or methodology; and provides recommendations for improvements in order to meet program objectives. The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements.

Factor 3 -Guidelines

FL3-4

450 points

The employee uses very general guidelines and precedents requiring considerable interpretation and/or adaptation for application to the particular issues and problems. The employee uses judgment, initiative, and resourcefulness in deviating from established methods to modify, adapt, and/or refine broader guidelines to resolve specific complex or intricate issues and problems; research trends and patterns; develop new methods and criteria; or propose new policies and practices.

Factor 4 - Complexity

FL4-5

325 points

Work consists of a variety of duties requiring the application of many different and unrelated processes and methods to a broad range of activities, a key technological program or industrial emphasis area, or in-depth analysis of controversial or high visibility issues. The employee makes decisions and executes and/or directs actions exploring, reconciling, and resolving major uncertainties, unique situations, obscure problems, or conflicting objectives typically resulting from: the abstract nature of the concepts technological developments, standards, program direction, and administrative requirements; reliance on inconclusive or variable facts or data, or rapid or continuing changes in program or work requirements; or agency objectives with unusual demands or major constraints (e.g., funding, labor, materials, and scheduling). The employee exercises judgment and ingenuity in evaluating the value and applicability of new or improved technology, strategies, trends, or applications; investigating, predicting, and anticipating issues and conditions extending beyond a single specialty area, and affecting known standards, approaches, precedents, or concepts; developing or collaborating in the formulation of new standards, applications, concepts, or theories changing existing knowledge and extending an understanding of phenomena; assessing and carrying out strategies and actions to affirm the integrity, economy, quality, and effectiveness of engineering, or scientific programs; or advocating recommendations, strategies, and actions to reconcile or resolve novel, conflicting, or controversial issues or policies.

Factor 5 - Scope and Effect

FL5-4

225 points

Work involves new and improved applications and strategies for engineering concepts, theories, and principles; investigating, evaluating, advising on, and resolving unusual problems, issues, and conditions; adapting precedents to unusual conditions and projects; assessing project and program effectiveness; developing criteria, procedures, or instructions for a particular functional or specialized area; or providing consultant or advisory services on problems, conditions, programs,

and functions to a broad customer base. Work results affect the efficiency, feasibility, security, integrity, accuracy, adequacy, and safety of a wide range of agency activities, the activities of US and foreign industries; national security and foreign policy of the US; or ability of the agency to meet its goals and the needs of its customers.

Factor 6-Personal Contacts

FL 6-4

Contacts are with engineers in the same and other disciplines, representatives of other governmental organizations, representatives of foreign governments and U.S. and foreign manufacturers/exporters.

Factor 7 -Purpose of Contacts

FL 7-C

230 points

Contacts are for the purpose of exchanging information; providing advisory services; maintaining awareness of technological and industry advances; and planning and coordinating interagency review of applications to export U.S. origin goods as well as keeping the Export Administration Regulations current from a technology perspective. The incumbent provides technical expertise on matters within the program area. Assignments also require active participation in high level conferences, negotiations, and meetings which have significant consequences in obtaining acceptance of new controls or policy issues. Exceptional tact, diplomacy, persuasion, and negotiating skills are necessary.

Factor 8 - Physical Demands

FL 8-1

5 points

Work is normally sedentary.

Factor 9 - Work Environment

FL 9-1

5 points

Work is usually performed in an office or industrial setting.

TOTAL: 3,240 points

GRADE: GS-13

Full Promotion Potential: GS-14 (BI0594)

IV. UNIQUE POSITION REQUIREMENTS

FLSA: This position is exempt from coverage under the Fair Labor Standards Act.

Travel Requirement: This position requires domestic and international travel to advance bureau initiatives (<15%).

Drug Testing: Incumbent of this position is subject to random drug testing. Incumbent must pass urinalysis testing prior to appointment and periodically thereafter.

Financial Disclosure: Title 5 CFR, part 2634, requires the incumbent of this position to file an Initial and annual SF-450, Confidential Financial Disclosure Report and attend annual ethics Training.

Position Sensitivity: This position is designated **Critical sensitive**. Incumbent must successfully complete a background security investigation prior to appointment and must be able to obtain and retain a **TOP SECRET** security clearance. Incumbent of the position will also be required to complete an SF-3 12, Classified Non-disclosure Agreement.

FACTOR EVALUATION SYSTEM

POSITION EVALUATION STATEMENT

Title, Series and Grade: **General Engineer (GS-0801-13)**

Organization: Department of Commerce, Bureau of Industry and Security, Office of the Assistance Secretary for Export Administration, Office of National Security and Technology Transfer Controls (BIS/EA/NSTTC)

Series Determination: This position is classified in the GS-0801 series using position classification flysheet Professional Work in the Engineering and Architecture Group, 0800, dated November 2008 since the primary duties involve managing, supervising, leading, and/or performing Professional engineering and scientific work involving electronic circuits, circuit elements, equipment, systems, and associated phenomena concerned with electromagnetic or acoustical wave energy or electrical information for purposes such as communication, computation, sensing, control, measurement, and navigation. Because the position is non-supervisory the appropriate title is General Engineer.

Evaluation Factors	Points Assigned	Standard Used (Factor Level)
1. Knowledge Required	1550	FL 1-8
2. Supervisory Control	450	FL 2-4
3. Guidelines	450	FL 3-4
4. Complexity	325	FL 4-5
5. Scope and Effect	225	FL 5-4
6. Personal Contacts/ 7. Purpose of Contacts	230	FL 4c
8. Physical Demands	5	FL 8-1
9. Work Environment	5	FL 9-1
Total Points	3240	
Grade Conversion: GS-13		

#BI0593

Classified by:
Sheila Moore,
HR Specialist
12/04/2018

Position Designation Record

Agency BIS
 Position Title General Engineer
 Series and Grade Pay GS-0801-13
 Band
 Position Description ~~N/A~~ BI 0593
 Number
 Designator's Name & Title Tiffany Daniel, Security Liaison

National Duties

Requires eligibility for access to
classified information

Degree of Potential for Compromise or Damage

- Position requires eligibility for access to Top Secret or "Q" level information

Investigation

T5

Form Required


SF 86

Sensitivity

Critical Sensitive

Risk Level

High Risk

Signature: 

Date: 9/28/18

Name: 