FORM CD-516 (REV 03-2018) LF DAO 202-430

US DEPARTMENT OF COMMERCE

## CLASSIFICATION AND PERFORMANCE MANAGEMENT RECORD

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• Performance Plan	Performance Appraise	I • Performance F	Recognition • Pro	gress Review • !	Position Description	
Employee's Name: _			Social Sec	urity No.:		
Position Title: Gene	ral Engineer					
Pay Plan, Series, Gra	ade/Step: GS-080	1-13				
Organization: 1. B	IS		4			
2. E				10-121		
3. <u>N</u>	ISTTC					
Rating Period:						
Covered By: Se	enior Executive Servi	ce 🗖 Other			.00	
□ Ge	eneral Workforce					
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Eileen M. Albanes	S / nmm / se, Dir NSTTC	DATE DILLOTTE	Matthew S. Bo	prison Brown	09/07/18	
CLASSIFICATION	OFFICIAL TITLE: Gene	eral Engineer				
CERTIFICATION	PP: GS	SERIES: 0801	FUNC: 42	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 CLASS	IFIER /	-1.	SIGNATURE	20/2	DATE	
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	·	PART B-PERF	ORMANCE PLA	١		
This plan is an accura	te statement of the w	ork that will be the b	asis of the employe	e's performance ap	praisal.	
NAME AND TITLE OF FIRST	LINE SUPERVISOR/RATING	OFFICIAL	SIGNATURE		DATE	
APPROVAL—I agree w	vith the certification of t	he position description	and approve the per	rformance plan.	- Value de Santo	
NAME AND TITLE OF APPRO	OVING OFFICIAL OR SES AF	POINTING AUTHORITY	SIGNATURE		DATE	
EMPLOYEE ACKNOW ges discussion of the plan, and does not nec	position description	and receipt of the	SIGNATURE		DATE	
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U.S. DEPARTMENT OF COMMERCE | NEW

PERF	CLASSIFIC FORMANCE MA	CATION AND		ו ח	MR#: BLØ59	73
• Performance Plan	Performance Appraisa	I • Performance I	Recognition	• Progress Review	• Position Des	cription
Employee's Name: _ Position Title: Gene			Socia	I Security No.: _		×
	ade/Step: GS-080	1-13		<del>-</del>		
Organization: 1. B			4 Ele	ectronics & Mate	erials Div	
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SUPERVISOR'S SIGNATURE	1 1	DATE (1/	SECOND LEVEL	11/1/1/1/1		DATE,
Brian Baker Dir, E	-MD Sall	1/30/1	Eileen	odnese Dir NIS	TTC	1/30/16
CLASSIFICATION	OFFICIAL TITLE: Gene	ral Engineer/				7.0
CERTIFICATION		SERIES: 0801	FUNC:	GRADE: 13		YES INO
I certify that this position or, if no published stand	on has been classified a ndard applies directly, o	as required by Title consistently with the	5, US Code, in most applicable	i conformance with e published standa	ı standards publishe ards.	ed by the OPM
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		PART B—PERF	ORMANCE I	PLAN		
This plan is an accura	ate statement of the wo	rk that will be the b	asis of the em	ployee's perform:	ance appraisal.	
NAME AND TITLE OF FIRST	LINE SUPERVISOR/RATING	OFFICIAL	SIGNATURE			DATE
APPROVAL—I agree w	vith the certification of th	e position description	n and approve t	he performance pla	an.	
NAME AND TITLE OF APPRO	DVING OFFICIAL OR SES APP	OINTING AUTHORITY	SIGNATURE			DATE
EMPLOYEE ACKNOW ges discussion of the plan, and does not nece	position description a essarily signify agreem	and receipt of the ent.	SIGNATURE			DATE
PRIVACY ACT STATE	MENT—Disclosure of	vour social security	number on this	form is voluntary	The number is if	laked 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.

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MASTER RECORD/INDIVIDUAL POSITION DATA							

FORM CD-516 (REV 03-2018) LF DAO 202-430

US DEPARTMENT OF COMMERCE

## CLASSIFICATION AND

□ NEW 1/A: DT 0/502

PERFORMANCE MANAGEMENT RECORD    MR#:	· <i>D</i> 27.3
Performance Plan	lon Description
Employee's Name: Social Security No.:  Position Title: General Engineer	
Pay Plan, Series, Grade/Step: GS-0801-13  Organization: 1. BIS	
PART A—POSITION DESCRIPTION	
POSITION CERTIFICATION—I certify that this is an accurate statement of the major duties and responsibilit its organization relationships and that the position is necessary to carry out Government functions for which I certification is made with the knowledge that this information is to be used for statutory purposes relating payment of public funds and that false or misleading statements may constitute violation of such statute regulations.	l am responsible. This
Aaron Amundson, Dir ITD  DATE  SECOND LEVEL SUPERVISOR  SECOND LEVEL SUPERVISOR  Eileen Albanette Dir, NSTTC	DATE 1/30/W
CLASSIFICATION CERTIFICATION OFFICIAL TITLE: General Engineer  PP: GS SERIES: 0801 FUNC: GRADE: 13 NA	A: 2 YES 1 NO
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards or, if no published standard applies directly, consistently with the most applicable published standards.	published by the OPM
Meils Mure, HASpeculast Signature Mule Mare	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 apprainable.  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.	1 1
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.	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.

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FORM CD-516
(REV 03-2018) LF
DAO 202-430

U.S. DEPARTMENT OF COMMERCE

☐ NEW

Z VA: **CLASSIFICATION AND** PERFORMANCE MANAGEMENT RECORD · Performance Plan • Performance Appraisal Performance Recognition Progress Review Position Description Employee's Name: Social Security No.: \_\_\_\_\_ Posilion Tille: General Engineer Pay Plan, Series, Grade/Step: GS-0801-13 Sensors & Aviations Div Organization: 1. BIS 2. EA 3. NSTTC 6. \_\_\_\_\_ Raling 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 SECOND LEVEL SUPERVISOR DATE Dennis Krepp, Dif Eileen Albanes official TITLE: General Engineer CLASSIFICATION CERTIFICATION PP: GS **SERIES: 0801** GRADE: 13 FUNC: Z YES 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, 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 SIGNATURE DATE EMPLOYEE ACKNOWLEDGEMENT—My signature acknowledges discussion of the position description and receipt of the plan, and does not necessarily signify agreement.

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.

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			A. KEY DATA				
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# 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.

<u>Financial Disclosure:</u> 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.

<u>Position Sensitivity:</u> 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.

Eval	uation	Points	Standard Used
Fact	ors	Assigned	(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/	230	FL 4c
7	Purpose of Contacts		
8.	Physical Demands	5	FL 8-1
9.	Work Environment	5	FL 9-1
Tota	l Points	3240	
Grad	e Conversion: GS-13		

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

### Position Designation Record

BIS Agency General Engineer Position Title GS-0801-13 Series and Grade Pay Position Description Number Tiffany Daniel, Security Liaison Designator's Name & Title **National Duties** Degree of Potential for Compromise or Damage Requires eligibility for access to · Position requires eligibility for access to Top Secret classified information or "Q" level information Investigation Form Required **T**5 SF 86 Sensitivity Risk Level Critical Sensitive High Risk