

**Bureau of Industry and Security
Office of the Assistant Secretary for Export Administration
Office of National Security and Technology Transfer Controls**

**Export Policy Analyst
GS-1101-13**

I. INTRODUCTION

This position is located in the Bureau of Industry and Security (BIS), Office of the Assistance Secretary for Export Administration (EA), Office of National Security and Technology Transfer Controls (NSTTC).

The incumbent serves as an Export Policy Analyst to an organization, project or team and contributes to the export control policy process. Serves as a liaison with industries on export control regulations and policy procedures 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

- Analyzes and processes U.S. export control license applications and commodity classification requests for items that are controlled for national security reasons in accordance with the Export Administration Regulations (EAR) through the use of electronic databases.
- Addresses and provides guidance to the export community on export control policies and regulations for proper submission of licenses and commodity classification requests.
- Represents 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 to the export community on export control policies and regulations for proper submission of licenses and commodity classification requests.
- 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 papers for escalation to the Operating Committee (OC) and interagency.
- Addresses detailed 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).

- Assists in the completion of classifications, license determinations, commodity jurisdictions, and advisory opinions.
- Prepares analytical 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 analysis of cases to interagency parties.
- Represents the organization in outreach events as a facilitator.

III. FACTOR LEVELS

Factor 1 – KNOWLEDGE REQUIRED

FL 1-8

1,550 points

Mastery of U.S. export control regulations and policy procedures in assigned program area to make decisions or recommendations significantly changing, interpreting, or developing important public policies or programs.

Knowledge of export policy matters in dual use and sensitive military items to ensure that they are in compliance with the Export Administration Act or other relevant statutes, the Export Administration Regulations (EAR), and national security and foreign policy matters and represents the agency in export, reexport and technology transfer discussions.

Knowledge of the theories, dynamics and factors underlying the assignment area to enable authoritative and independent handling of programs and functions.

Knowledge of the roles, responsibilities and programs 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.

Ability to effectively and independently analyze, and communicate sound and authoritative recommendations on, highly complex and sensitive issues and policies.

Knowledge sufficient to serve as a recognized authority in the program or function assigned to serve as an authoritative spokesperson to outside organizations.

Strong verbal skills and writing ability, sufficient to speak and write convincingly to audiences including outside agencies and private sector representatives with divergent and conflicting views, on issues involved.

Factor 2 – SUPERVISORY CONTROLS

FL 2-4

450 points

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done.

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. In some assignments, the employee also 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, or effectiveness in meeting requirements or expected results.

Factor 3 - GUIDELINES**FL 3-4****450 points**

Guidelines consist principally of established administrative and management policies and procedures. Within the scope of the assignment, the employee follows established guidance and uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.

Factor 4 - COMPLEXITY**FL 4-5****325 points**

The work is analytical and policy-oriented, involving analyses and recommendations affecting public policy issues in the area of export control policy. Work consists of a variety of duties requiring the application of many different and unrelated processes and methods to a broad range of activities, programs or substantial-depth of 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. The employee exercises judgment and ingenuity originating new techniques, establishing criteria, or developing new information.

Factor 5 – SCOPE AND EFFECT**FL 5-4****225 points**

Work involves analyzing and establishing new and improved applications, strategies, and principles; investigating, evaluating, advising on, and resolving unusual problems, issues, and conditions; formulating projects and adapting precedents to unusual conditions; assessing 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 U.S. 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 6-3** **60 points**

Contacts are with employees and management throughout the agency, government officials outside the agency in a moderately unstructured setting, and U.S. business and industry representatives involved in export policy. The employee also meets with state and local officials, foreign industry and government officials, and others in structured situations. Contacts are maintained in areas of the U.S. Government's export control community related to area of assigned work.

Factor 7 – PURPOSE OF CONTACTS **FL 7-3** **120 points**

Contacts are for the purpose of exchanging information to advise, influence and motivate policy positions and bureau initiatives for national security reasons and the advancement of U.S. business and industry; and to plan and coordinate interagency review of U.S. Government license applications to export U.S. origin goods that are often in dispute; as well as ensuring that the Bureau plays a role in the interagency policy coordination of export license applications and policy papers. 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 performed in an office setting.

TOTAL: 3,190 points = GS-13 / FPL GS-14
CAREER LADDER: PD# BI0590 - GS-14

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 **non-critical sensitive**. Incumbent must successfully complete a background security investigation prior to appointment and must be able to obtain and retain a **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: Export Policy Analyst
(GS-1101-13)

Organization: Department of Commerce, Bureau of Industry and Security, Office of the Assistant Secretary for Export Administration, Office of National Technology Transfer Controls

Series Determination: This position is established in the GS-1101 series using Position Classification Flysheet for Miscellaneous Administration and Program Series, TS-34 dated January 1979, since the primary work of the position is of an administrative, two-grade interval nature and that the primary work of the position is not classifiable in any other series in the Business and Industry Group. Because the position is non-supervisory, classified using OPM Introduction to Position Classification Standards TS-134 July 1995, TS-107 August 1991, Revised August 2009 and the appropriate title is Export Policy Analyst.

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	60	FL 6-3
7. Purpose of Contacts	120	FL 7-3
8. Physical Demands	5	FL 8-1
9. Work Environment	5	FL 9-1
Total Points	3190	
Grade Conversion: GS-13		

Classified by:
Sheila Moore,
HR Specialist
02/19/2019

Position Designation Record

Agency Bureau of Industry and Security
 Position Title Export Policy Analyst
 Series and Grade/Pay GS-1101-13
 Band
 Position Description BI0589
 Number
 Designator's Name & Title Kathleen Barfield, EA Program Manager

National Duties	Degree of Potential for Compromise or Damage
Requires eligibility for access to classified information	<ul style="list-style-type: none"> Position requires eligibility for access to Secret, Confidential, or "L" level information
Unclassified information (e.g. private, controlled unclassified, or proprietary information)	<ul style="list-style-type: none"> Limited access to and control over unclassified information, which may include private, proprietary or other controlled unclassified information, but only where the unauthorized disclosure of that information could cause significant or serious damage to national security

Potential for Compromise or Damage

Duties	Degree of Potential for Compromise or Damage
Government operations – rulemaking, policy, and major program responsibility (includes regulation or policy making, directing, implementing, advising and audits)	<ul style="list-style-type: none"> Senior management official for critical government programs, the compromise of which could result in grave damage to the public's trust

Duties	Degree of Potential for Compromise or Damage
<p>Protection of personal, private, controlled unclassified, or proprietary information-with the potential to damage the public's trust (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, exempt from disclosure under the Freedom of Information Act (FOIA), financial data, or privileged information involving the award of contracts, contractor proprietary information, etc.)</p>	<p>Access and control over personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could negatively impact the public's trust, through serious damage/harm to:</p> <ul style="list-style-type: none"> • The integrity or efficiency of the service • Individuals or business entities • Government programs or operations impacting the public's trust

Investigation	Form Required
T5	SF 86

Sensitivity	Risk Level
Non-Critical Sensitive	High Risk

Signature: Kathleen Barfield

Date: 8/7/19

Name: Kathleen Barfield