

**Department of Commerce
Bureau of Industry and Security
Office of the Assistant Secretary for Export Administration
Office of Nonproliferation and Treaty Compliance
Foreign Policy Division
Export Policy Analyst
GS-1101-12**

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 Nonproliferation and Treaty Compliance (NPTC), Foreign Policy Division (FPD).

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 businesses and industries on export control regulations and policy procedures. Performs research and analysis of regulatory and policy matters involving sanctioned countries, foreign policy-based controls, human rights, surveillance technology, proscribed persons, and a wide range of commodities and technologies under the jurisdiction of the Department of Commerce.

II. MAJOR DUTIES AND RESPONSIBILITIES

- Performs complex business and industry regulatory and associated functions which address mission elements critical to agency priorities and objectives.
- Analyzes and processes U.S. export control license applications involving embargoes, special controls, and items that are controlled for crime control 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 license applications.
- Proposes options to division leadership which may resolve outstanding interagency issues.
- Integrates U.S. industry's economic/regulatory concerns into the Bureau's development of regulations and the Export Control Reform 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 license applications and license determinations for foreign policy-based export controls.
- Prepares analytical reports that evaluate foreign policy-based export controls.
- May represent the Division at the Operating Committee (OC) and provide information and analysis of cases to interagency parties.
- Represents the organization in outreach events as a speaker.

III. FACTOR LEVELS

Factor 1 – Knowledge Required by Position

FL 1-7, 1,250 points

Knowledge 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 Control Reform 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 coordinate external contributions to programs and services and to disseminate information to concerned agencies.

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

Knowledge sufficient to serve as a specialist in the program or function assigned to and serve as a 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 is responsible for planning and carrying out the assignment, resolving many of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy as assigned 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 address new methods, criteria, or proposed new policies.

Factor 4 – Complexity

FL 4-4, 225 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 recommending new and improved applications, strategies, and principles; investigating, evaluating, and resolving unusual problems, issues, and conditions; executing projects and adapting precedents to unusual conditions; assessing program effectiveness; assessing 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 bureau to meet its goals and the needs of its customers.

Factor 6/7 – Personal Contacts/Purpose of Contacts

FL 3c, 180 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.

Contacts are for the purpose of exchanging information to advise, influence and motivate policy positions and bureau initiatives for foreign policy and 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: 2,790 points

Grade: GS-12 (2755 – 3150)

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

This position is at full promotion potential.

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 **Special-Sensitive**. Incumbent must successfully complete a background security investigation prior to appointment and must be able to obtain and retain a **Top Secret/Sensitive Compartmented Information (SCI)** security clearance. Incumbent of the position will also be required to complete an SF-312, Classified Information Nondisclosure Agreement.

**FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT**

Title, Series and Grade: Export Policy Analyst
(GS-1101-12)

Organization: Department of Commerce, Bureau of Industry and Security, Office of the Chief Financial Officer and Director of Administration

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 nonsupervisory, 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	1250	FL 1-7
2. Supervisory Control	450	FL 2-4
3. Guidelines	450	FL 3-4
4. Complexity	225	FL 4-4
5. Scope and Effect	225	FL 5-4
6. Personal Contacts 7. Purpose of Contacts	180	FL 3c
8. Physical Demands	5	FL 8-1
9. Work Environment	5	FL 9-1
Total Points	2790	
Grade Conversion GS-12		