

# Position Description Information Summary

## Position Description Details :

**Position Description Number** - X-0264

**I/A** - No

**Is Standard** - No

**Position Title** - Operations Research Analyst

**Pay System** - General Schedule (GS)

**Pay Plan** - GS General Schedule

**Occupational Series** -  
1515 Operations Research

**Pay Grade** - 14

**Full Performance Level** - 14

**Career Ladder PD** - No

**Bureau** - BUREAU OF INDUSTRY AND SECURITY

**Additional Organization Level Needed** - No

**Supervisory Code** - 8. Position Does Not Meet Any of the Above Definition

**Functional Class Codes** - 00-Not applicable

**FLSA Status** - Exempt

**Position Eligible for Telework?** - Yes

**Financial disclosure required** - OGE-450 Confidential Financial Disclosure Report

**Foreign Language Required** - No

**Bargaining Unit** - 7777 - Eligible but not in a bargaining unit

**Drug Test Required** - Yes

**Sensitivity** - 4N-Special Sensitive

**Cyber Security** - 000

**Include Introductory Statement** - Yes

**Introductory Statement Content** - This position is located in the Bureau of Industry and Security (BIS), Office of the Assistant Secretary for Export Administration (EA), in the Office of Technology Evaluation (OTE). The incumbent serves as an Operations Research Analyst and is responsible for analyzing the economic impact of export controls on key sectors in the U.S. industrial base, as well as, monitoring the effect of the new export controls. The incumbent identifies dependencies that adversaries have on U.S.

technologies, through the assessments of U.S. technologies, supply chains, and industries. The incumbent serves as a senior analyst, expert, consultant, and an authority in developing and applying operations research/statistical/mathematical methodologies and techniques to export transactions that may involve countries subject to embargo or sanctions and associated with a wide range of commodities and technologies under the jurisdiction of the Department of Commerce. The incumbent is responsible for the technical analysis that supports the development of policy, planning, strategy, and execution of all requirements for export policies related to national security controls.

**Supervisory Status** - No

**Classification Format** - Factor Evaluation System

**Remarks - UNIQUE POSITION REQUIREMENTS**

**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 **Special Sensitive**. Incumbent must successfully complete a background security investigation prior to appointment and must be able to obtain and retain a **TOP SECRET/SCI** security clearance. Incumbent of the position will also be required to complete an SF-3 12, Classified Non-disclosure Agreement.

**Duties :**

Duty Title	Duty Description
Major Duties & Responsibilities	<ul style="list-style-type: none"> <li>• Conduct qualitative and quantitative analyses of export policies and national security controls, U.S. industry’s economic/regulatory concerns, and any impact to the Export Control Reform Act.</li> <li>• Analyze and evaluate the capabilities, effectiveness, feasibility, and costs of proposed alternative export policies.</li> <li>• Review export and reexport transactions to identify non-compliance from foreign intermediaries and end users through a variety of data sources.</li> <li>• Conduct broad export policy studies with complex variables and narrow studies requiring intensive research and development of new methodologies for a wide variety of commodities and technologies.</li> <li>• Identify dependencies that adversaries have on U.S. technologies, through assessments of U.S. technologies and industries, and to do the same for countries and entities supplying our adversaries.</li> <li>• Define export policy problems and issues through the use of correlation analysis, cluster analysis, multiple regression analysis, and other analytical techniques.</li> <li>• Perform advanced supply chain analysis on domestic and international supply chains on a variety of industries, technologies, and product categories. Provide technical assistance regarding parametric and analytical supply chain analysis related to commodities and technologies of concern to the Department of Commerce.</li> <li>• Review export and reexport transactions to identify violations, including by vetting foreign intermediaries and end users through access to open source and classified information.</li> <li>• Enable BIS to gather and analyze data to assess the effectiveness of our licensing system and multilateral partnerships</li> <li>• Apply advanced statistical and quantitative evaluation methods via advanced software tools (e.g. Python, R, Artificial Intelligence, and Machine Learning) to develop and or recommend courses of action, management methodologies, and action implementation plans in directed recurring studies.</li> <li>• Participate with decision-makers in setting goals and defining the conditions for multiple projects</li> </ul>

including expectations, metrics and outcomes related to export policy. • Prepare comprehensive technical reports of completed and ongoing export policy and supply chain projects assuring adequate correlation of data, integration of all pertinent considerations, and substantiation of conclusions. • Reviews, prepares, and presents oral briefings and written reports outlining the status, results, and significant aspects of ongoing and completed projects to senior BIS and industry personnel. • Perform cost and/or economic analyses of current and alternative export policies.

**Competencies :**

**Factors :**

**Factor Evaluation System (FES) Format**

Title	Level	Score	Content
Factor 1 : Knowledge required by the position	1-8	1550	Mastery of skill in applying advanced, analytical, mathematical, or statistical theories, principles, concepts, methods, and techniques in one or more specialized areas of operations research and statistical regression analysis sufficient to apply new analytical developments, methodologies and research findings to broad studies of new, developing, innovative, or unprecedented knowledge management areas for export policy and national security controls. Mastery of data analysis, aggregation, and visualization techniques and tools. Ability to analyze large amounts of raw information to find patterns to help improve the effectiveness and efficiency of export policies. Knowledge of U.S. export control regulations and export policy procedures in dual use and sensitive military items, including the Export Administration Act, the Export Administration Regulations (EAR), and related national security and foreign policy matters related to export, reexport and technology transfers. Ability to effectively and independently analyze, and communicate sound and authoritative recommendations on, highly complex and sensitive issues and policies. Strong verbal skills and writing ability, sufficient to communicate effectively in order to serve as a technical advisor and deliver briefings to BIS and Department management.
Factor 2 : Supervisory Controls	2-5	650	The supervisor provides broad administrative and policy direction. The employee exercises a wide degree of independent professional discretion and judgement; independently plans, schedules, coordinates, and carries out assignments to be done. Results of the work are considered technically authoritative and are normally accepted without significant change.

Factor 3 : Guidelines	3-5	650	The employee uses guidelines such as broad policy statements, basic legislation, Public Law, recent technical findings, or reports, often ambiguous in nature and requiring extensive interpretation. The employee must use judgment and ingenuity and exercises broad latitude to establish specific project guidelines when serving as a team leader and for participating in developing project parameters when serving as a senior team member.
Factor 4 : Complexity	4-5	325	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. The incumbent must develop and implement new methods of thinking, perform as a functional authority for adapting new innovations, develop new policy and program requirements, enhance the efficiency of system operations, and recommend improvements to in major agency/inter-agency policies and program objectives.
Factor 5 : Scope and Effect	5-5	325	Work involves planning, researching, developing, and carrying out studies and analyses on export policies and formulating strategies to capture, organize and share guidance and advice on program planning and policy-making functions covering a broad range of business and industry programs. Incumbent advises on new methods, approaches, and guidelines. Work results affect the efficiency, feasibility, security, integrity, and safety of a wide range of agency activities, national security and foreign policy of the US; well-being of a substantial number of policy experts and high-level officials both within and outside the agency; and development of activities or achievement of desired outcomes for major aspects of the agency's missions and business and industry organizations.
Factor 6 : Personal Contacts	6-3	60	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	7-3	120	Contacts are for the purpose of exchanging information to advise, defend, influence, motivate, persuade, negotiate and justify policy positions and bureau initiatives for national security reasons and the advancement of U.S. business and industry; and planning and coordinating interagency review of U.S. Government license applications to export U.S. origin goods that are often in dispute; as well as keeping the Export Administration Regulations current. Assignments also require active participation in 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	8-1	5	Work is normally sedentary.
Factor 9 : Work Environments	9-1	5	Work is performed in an office setting.

**Evaluation :**

**Factor Evaluation System (FES) Results**

**Final Points :** 3690

**Target Grade :** 14

**Classifier's Determinations:**

**Pay Plan :** GS General Schedule

**Occupational Series :**

1515 Operations Research

**Pay Grade :** 14

**Position Title :** Operations Research Analyst

**Classifier's Evaluation / Decision Remarks :** HRC0170423, BUS Code: 7777, FLSA: Exempt, Comp Lvl: 0001, Posn Sens: 4N = Special Sensitivity

**Assign QA, Hiring Manager and Federal HR Reviewer :**

First Name	Last Name	Email
Avis	Briscoe	ABriscoe1@doc.gov
Savette	Jones	Savette.Jones@bis.doc.gov

Shakema	Cowans	SCowans@doc.gov
---------	--------	-----------------

**QA Review and Approval :**

**Approval** - Yes

**Approval Comments** - Proceed

**Approved By** - Avis Briscoe

**Approved Date** - 2022-05-29