



# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <p style="text-align: center;">HAMILTON</p>	2. Agency <p style="text-align: center;">STATE</p>	3a. Position Number <p style="text-align: center;">L56101</p>
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

Yes  No

4. Reason For Submission

a. Redescription of duties: This position replaces \_\_\_\_\_  
(Position Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_

b. New Position \_\_\_\_\_

c. Other (explain) UPDATE OF DUTIES

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	SECURITY COORDINATOR FSN 801	8		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">SECURITY COORDINATOR</p>	7. Name of Employee
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8. Office/Section <p style="text-align: center;">POST SECURITY OFFICE</p>	a. First Subdivision <p style="text-align: center;">SECURITY</p>
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.  _____ Printed Name of Employee  _____ Signature of Employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position.  _____ Printed Name of Supervisor  _____ Signature of Supervisor Date (mm-dd-yyyy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.  _____ Printed Name of Chief or Agency Head  _____ Signature of Section Chief or Agency Head Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  _____ Printed Name of Admin or Human Resources Officer  _____ Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)
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13. Basic Function Of Position  
Under the Post Security Officer (PSO), Security Co-ordinator is responsible for all unclassified aspects of physical security at the Consulate General office facilities and residential properties and, as such, is on call 24 hours a day, 7 days a week. Supervises the PSA guard force, both at the Consulate Office Building (COB) and the Consul General's Residence (CGR). Interviews and selects guard applicants in tandem with PSO and Management/HR, and takes action in disciplinary cases. Serves as principal liaison between the Consulate General and Bermuda law enforcement; also performs background checks on job applicants, Consular investigative inquiries, and criminal investigations when necessary. Drives official vehicle for majority of required duties.

14. Major Duties and Responsibilities 100 % of Time

1) Consulate General Security Coordination 35%  
Supervise a ten-person PSA guard force, both at the Consulate Office Building (COB) and Consul General's Residence (CGR). Serve as the Rating Officer for all Personal Service Agreement (PSA) guards. Ensure that guard work and vacation schedules are appropriately coordinated, guards are sufficiently trained, and equipment properly used and maintained. Maintain PSA guard force according to established standards. Works with the Bermuda Police Service (BPS) to have BPS presence at the COB during working hours and to upgrade police presence on short notice in emergencies. Serve as member of the First Responders team for Chem/Bio incidents, and ensure that PSA guards are trained in accordance with Diplomatic Security (DS) standards.

(See Addendum 1)

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**Addendum 1**

**2) Residential Security Coordination: 30%**

Conduct residential security surveys prior to the purchase or lease of Consulate residences, prepare written security enhancement proposals in accordance with existing standards. Explain security equipment - including emergency radios - and update recommendations to the USG residence occupant (as part of new arrivals orientation/move-in), the GSO office and all outside hardware contractors. Plan and monitor recommended security hardware enhancements and installation/maintenance itineraries for all outside alarm and lock/grille contractors, ensure compliance with Residential Security standards and fire/life safety codes. Initiate all work orders for hardware and alarm installation contractors. Periodically evaluate property and operational office files ensuring up-to-date record keeping. Serve as technical advisor to the Consulate's Contracting Officer on matters relating to contracts or memoranda of understanding with security firms serving Consulate residences.

**3) Unclassified Pouch Handling/Administrative Support 15%**

Coordinate all incoming and outgoing shipments of unclassified pouch mail and regular mail, provide clerical/administrative support to Post Security Officer (PSO).

**4) Law Enforcement Liaison/Background Investigations 15%**

Maintain liaison with all levels of the Bermuda law enforcement community in order to relay and resolve security and law enforcement communication needs of the Consulate. Conduct background investigations and security re-certification updates for locally employed staff of the Consulate and CGR, and coordinate investigative leads outside of Bermuda on applicants with the appropriate Regional Security Offices.

**5) Other duties as required/assigned 5%**

Includes serving as back-up to Consulate's Chauffeur.

15. Qualifications Required For Effective Performance

- a. Education  
Police College and/or other law enforcement education is required. University education is preferable.
  
- b. Prior Work Experience  
A minimum of five years progressively responsible experience in police work or related military or civilian investigative capacity is required. Attainment of officer-level position is preferred.
  
- c. Post Entry Training  
Two months familiarization with State Department investigative standards, regulations and Consulate General present and proposed security-related projects. Basic FSNI course in Washington, DC.
  
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).  
Level IV fluent written and spoken English. Must be able to write proposals and communications at a level of professional competence.
  
- e. Job Knowledge  
A comprehensive knowledge of investigative techniques and legal procedures as they apply to Bermuda. A thorough knowledge of all Bermuda law enforcement agency organizations, capabilities and duties, as well as the personnel employed by these agencies. Knowledge of physical security devices and planning.
  
- f. Skills and Abilities  
Investigative and substantive reporting capability. Must be able to communicate and interact with all levels of Consulate and law enforcement officials in a diplomatic manner, gaining cooperation through tact and professionalism. Ability to supervise contract employees. Must possess valid Bermuda Driving Licence to include intermediate light truck level. Must be competent with Microsoft Office Suite and internet.

16. Position Element

- a. Supervision Received  
Supervised directly by the Management Officer, who is also the Post Security Officer. Work guidance also received from Consul General. Incumbent works independently on investigations, COB and residential security requirements and projects, training of contract guards, etc. Sets own priorities based on guidance from PSO and Washington.
  
- b. Supervision Exercised  
Directly supervises all PSA Guards, including training, scheduling, and all oversight. Supervises any personnel installing or repairing any security related equipment on any USG owned or leased property.
  
- c. Available Guidelines  
12 FAM, 6 FAM, Various DS publications and communications.
  
- d. Exercise of Judgment  
Incumbent is given great latitude in establishing and maintaining liaison contacts in the law enforcement community. Law enforcement training and experience guide judgement in a rapidly changing security environment, where incumbent must provide sound advice on complex security issues.
  
- e. Authority to Make Commitments  
All situations committing the US Government must first be cleared by the supervisor. Incumbent may, however, request police and local guard services for the Consulate, its property and personnel when he/she deems necessary without prior approval. Approves and supervises the purchase and/or installation of any security-related equipment on any USG owned or leased property.
  
- f. Nature, Level, and Purpose of Contacts  
Contracts range from the supervisor RSO in USUN, New York, the Police Commissioner and Governor of Bermuda, to the Constables on the street. Incumbent must be able to work effectively and professionally at all levels.
  
- g. Time Expected to Reach Full Performance Level  
Six months.