

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST US CONSULATE GENERAL MERIDA	2. AGENCY STATE	3a. POSITION NO. A56-601
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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 No. MER-A56-601 SD GUARD COORD. FSN-710 (Title) I (Series) _____ (Grade)

b. New Position

c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO/Merida	312805-A56-601 SD GUARD COORDINATOR FSN-710	6		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) SD GUARD COORDINATOR	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION US CONSULATE GENERAL MERIDA	a. First Subdivision RSO
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
_____ Typed Name and Signature of Employee Date(mm-dd-yy)	_____ Date(mm-dd-yy)

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.	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
_____ Date(mm-dd-yy)	_____ Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Manage the Surveillance Detection (SD) Program for the Regional Security Office (RSO). Serve as an assistant to the RSO and as overall manager for a three (3) member surveillance detection unit responsible for surveillance detection for USG facilities. Serve as direct supervisor and evaluator of three (3) surveillance detection specialists.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
See information below	

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
High School diploma is required.

- b. Prior Work Experience:
Two years' experience of police, private security, or security related military experience and at least 1 year of supervisory experience.

- c. Post Entry Training:
Basic, Intermediate, advanced SD operations. Supervisory skills training.

- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):
Level 3-Good working knowledge in English. Level 4-Fluency in Spanish.

Spanish: Spoken and written Level 4
English: Spoken and written Level 3

- e. Job Knowledge:
The position does not require prior knowledge of the agency or mission. The position requires knowledge of host country customs and culture, trends in criminal activity and host nation law enforcement.

- f. Skills, and Abilities:
Solid judgment, ability to work in often stressful, high-pressure work environment. Well developed interpersonal skills, discretion and an ability to report facts in a concise, logical and objective manner is required. The ability to manage small groups of people and budgets. Working knowledge of computers and basic computer programs such as Microsoft Word and Excel. Must possess valid driver's license.

16. POSITION ELEMENTS:

- a. Supervision Received:
Incumbent is under direct supervision of the RSO.

- b. Supervision Exercised:
Has the authority to alter SD team member positions and alter routes of the SD vehicle patrol.

- c. Available Guidelines:
Foreign Affairs Manual, Foreign Affairs Handbook, SD Hand Book, SD operations and management plan, written and oral guidance from RSO.

- d. Exercise of Judgment:
Considerable judgment needed to identify hostile surveillance, possible protest, or other acts against the US facilities and personnel. Provide adequate briefings to RSO and SD team members.

- e. Authority to Make Commitments:
Employee cannot commit the Consulate to actions or decisions; however, the incumbent can make recommendations to the RSO for changes in local guard positions, consulate operating hours, and routes used by consulate personnel.

- f. Nature, Level and Purpose of Contacts:
Develop and maintain strong effective contact with the local guard force commander, police assigned to the consulate, other SD coordinators in Mexico, and the business community around mission facilities in order to obtain assistance in identifying suspicious persons and activity.

- g. Time Expected to Reach Full Performance Level:
One year.

SD Guard Coordinator

Major Duties and Responsibilities (Item 14) percentages:

30% of time

Writes, updates, and implements SD operational plans as well as general and special post orders as directed by the RSO. Conducts and supervises training of new SD Specialists on regulations, procedures, and orders.

30% of time

Responsible for management and operations of all fixed and rotational surveillance detection posts. Publishes work schedule and ensures that SD Specialists are properly posted and briefed on any special orders. Drafts Time and Attendance Report for entire SD Unit. Ensures that SD equipment and vehicles are properly accounted for and maintained.

30% of time

Develops, translates, and maintains daily and weekly surveillance activity reports for the RSO. Reports to the RSO immediately when any surveillance of potential hostile activity directed towards on Mission facilities or personnel is detected. Prepares and briefs route and facility surveys for RSO. The incumbent prepares a broad range of reports on the local security environment, provides professional presentations on security theory and practice, and provides other administrative and operational reports as required.

10% of time

Assists RSO with coordination, liaison, and interpretation between U.S. Consulate Officials, Merida's law enforcement officials, and other Government of Mexico agencies. Interacts with local police when residential security may have been breached and provides pertinent information to police to assist in investigations. Provides interpretation support for visitors and delegations from U.S. law enforcement agencies on official business.