

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> Embassy-Mexico City	<b>2. AGENCY</b> State Department DS/RSO	<b>3a. POSITION NO.</b> A56-003
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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. \_\_\_\_\_ (Title) \_\_\_\_\_ (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 <b>HRO/MEXICO CITY</b>	<b>SECURITY PROGRAMS COORDINATOR, FSN-701</b>	<b>10</b>	/ /	
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b>	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> DS/RSO	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  _____ <small>Typed Name and Signature of Employee      Date(mm-dd-yy)</small>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  _____ <small>Typed Name and Signature of Supervisor      Date(mm-dd-yy)</small>
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<b>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.</b>  _____	<b>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.</b>  _____
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**13. BASIC FUNCTION OF POSITION**  
 Incumbent is responsible, with guidance from the Regional Security Officer (RSO), for development of an integrated defensive security plan, for oversight and daily management of Post's security forces (excluding the Marine Security Guards), and coordination with the Foreign Service National Investigator (FSNI) for security planning and execution of drills with host-nation security forces and other elements at Post. The SPC will assist the RSO with developing training programs, monitoring guard performance, monitoring the guard force contract as the Contracting Officer Representative (COR), recruiting, supervising members of the Defense Planning and Support Staff (DPSS) and Post's security team, assisting with contractor monitoring and administration, and providing needed continuity during RSO staffing gaps. The SPC is responsible for developing the initial budgetary estimates for local guards, residential security and surveillance detection programs for RSO review and approval, and coordinating budgetary and procurement issues with the Financial Management, Human Resources and General Services Offices.

**14. MAJOR DUTIES AND RESPONSIBILITIES** **% OF TIME**  
 (See attached continuation sheet)

### Security Functions (60%)

As the senior DPSS member, leads the development and maintains a comprehensive, complex, and integrated operational, financial, and logistical plan for the local guard, residential security and surveillance detection programs known as the Integrated Security Plan (SDP). The incumbent ensures the ISP, guard orders and standard operating procedures are fully integrated within the relevant sections of the Emergency Action Plan (EAP) and that responsibility for executing the plan is fully understood by all levels of local guard and surveillance detection personnel, local security forces. In coordination with the FSNI ensures that local police are aware of their responsibilities for emergency response and deployment. The DSC plans for and conducts tests and drills as directed by the RSO/PSO to ensure normal and emergency operating procedures are properly functioning and makes recommended changes as required.

Makes recommendations affecting the content and character of the local guard, residential security and surveillance detection programs by interviewing prospective candidates and reviewing their employment packages to ensure that all guard, residential and surveillance detection qualifications have been met; and ensures that background checks are conducted on prospective guard personnel, and updates are performed as required, and coordinates these actions with the FSNI and the RSO/PSO. Ensures rules and regulations about employee evaluations are accurate and complete and is the rater for DPSS staff and reviewer for guard and surveillance detection personnel.

Is designated a First Responder to emergent situations and is therefore re-callable to duty at any time. In addition, personally reviews all guard posts on a regular basis across the spectrum of their operational hours to ensure that guards and surveillance detection personnel are alert and performing their functions as required by the ISP and guard and surveillance detection post orders.

In coordination with the FSNI assesses the effectiveness of host government provided security services; maintain senior and high level contacts with local security forces and, at the direction of the RSO/PSO, plans for, coordinates, and arranges host security force response plans and joint exercises (tabletop and actual) for emergent situations.

Maintain inventory of all Government Owned Equipment utilized by LG, RS, and SD programs. Establishes reorder points for expendable supply items (uniforms, flashlights, etc.) and schedules for non-expendable supplies, x-ray machines, traces explosive detectors, walk through metal detectors, radios, vehicles, and required office furniture, training equipment, etc. required to support the LG, RS, and SD programs. Conducts hand-on biannual inventories and reports the result to RSO/PSO; maintains these records in accordance to standard records keeping policies. Ensures that all security equipment is operation and develops systems and procedures to coordinate required maintenance and repair and/or replacement for equipment utilized by the local guard, residential security and surveillance detection programs.

Incumbent verifies, supports and facilitates training of LG/SD personnel including orientation to the Embassy and description of U.S. Embassy assets to be protected, role of the guard force in cases of fire, explosions, bomb search and building evacuation, chemical and/or biological awareness and countermeasures briefings, ensure required maintenance of explosive detection equipment, provides familiarization training to local guard personnel in the operation of all explosive detection equipment, X-ray inspection equipment, walk-through metal detector, vehicle barrier operation and Closed Circuit Television (CCTV) systems. The DSC ensures initial and annual training requirements for guard and surveillance detection personnel are completed to include training for specialized equipment.

### Budgeting/Funding Functions (40%)

The incumbent formulates annual program budgets, justification statements, and drafts official cables for RSO/PSO approval with oversight of annual programs; monitors budget execution and recommends changes to budget plans and/or programs based on spending patterns, changes to local economic conditions (high inflation, exchange rate fluctuation) affecting price of goods and services, funding level changes, etc.

Maintains contact with posts financial office to this end.

Attends post's ICASS meetings and post budget meetings as required as the expert LES member on local guard, surveillance detection, and residential security requirements and helps insures that workload counts are updated in the ICASS software through close coordination with post's financial office. The DSC assists RSO and FMO with updating the workload counts for Non-ICASS funding; developing guard costs for other agencies under FC 5825 and NSDD-38.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of High School plus two years college or university studies, (post secondary educational studies), or equivalent, or equivalent in the military or law enforcement.

b. Prior Work Experience:

Five to seven (5 to 7) years of progressively responsible experience in the commercial security guard business, civilian or government police or military. At least half of work experience should be at senior supervisory or command level. Including experience in the budget and fiscal process and contracting.

c. Post Entry Training:

80 hour Guard Certification Course and 16 annual hours of recertification every year (12 FAH 7 requirements). Completion of the web-based FSI Contracting Officer Representative course and Diplomatic Security Training Center Residential Security Coordinator Course is required.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level III English (good working knowledge) (Spoken and written) is required.

Level III Spanish (good working knowledge) (Spoken and written) is required.

e. Job Knowledge:

An expert knowledge and understanding of the theoretical principles of physical protection, standard security practices and procedures, developing and deploying of community style policing (mobile patrol) models, creation of defensive security plans, and good working knowledge of standard security equipment is required. Have strong knowledge of personnel management, budget formulation and tracking, and a thorough knowledge of host country operational environment, language, law and security entities, and historic criminal and terrorist threats and operational tendencies are required.

f. Skills, and Abilities:

The work requires keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent judgment; must be able to make independent judgments on institutional capabilities and the adequacy of security systems and controls. The DSC must be able to rapidly assimilate and assess real-time threat information and issue orders for the immediate conduct of defensive operations.

Writing skills encompass critical analysis of defensive operations, the preparation of complex reports and plans, preparing written justification statements for LG, SD, and RS program budgets, drafting requests for additional services and answering questions for DS/IP/OPO/FPD about program performance, funding, or other issues. Must be able to collect and present facts and recommendations in a clear, concise manner.

Must have superior presentation and public speaking skills to conduct conferences with contractors, host-government security officials, security officials of the local American business community, mission management, and others as required in support of the LG, SD, and RS programs. Composure and self-control are required in situations of acute questioning or adversarial situations to secure host-government support for post's security, to defend proposed budgets or operational procedures. In coordination with the RSO and the FSNI, must be able to develop and maintain contacts with senior and high level host-government security officials and security professionals in the American business community, and at schools and other public venues normally frequented by American employees and their dependants.

Must be able to understand and present complex detailed financial and other related information in a concise and fully professional manner, and maintain effective internal working relations with post's financial office, DS/IP/OPO/FPD, and others as required. Ability to understand DS and department budgeting process and ability to develop LG, SD, and RS budget and communicate requirements to post financial office, DS/IP/OPO/FPD and other Agencies.

In coordination with the RSO and/or FSNI must have the ability to coordinate with U.S. officers and foreign national police on security issues impacting the Embassy and constituent posts.

Ability to understand U.S. Government contracting process to include oversight of support contracts through formal training, informal training and firsthand experience.

Must possess strong skills in Department productively software to create professional reports and memorandum, spreadsheets and presentations, and be able to communicate clearly through email.

16. POSITION ELEMENTS:

a. Supervision Received:

Direct supervision from an Assistant Regional Security Officer and indirect from the Regional Security Officer.

b. Supervision Exercised:

Provide direct supervision of the Defensive Planning and Support Staff, mid-level managers, and overall supervision of all other locally engaged staff (guards, bodyguards, surveillance detection specialists less than 200).

c. Available Guidelines:

12 FAH 7, 12 FAH 8, Surveillance Detection Management and Operations Field Guide, 3 FAH 2, 2 FAH 2, 12 FAH 2, 14 FAH 2 and 12 FAH 5.

d. Exercise of Judgment:

Keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent judgment in the daily management of the local guard, surveillance detection, and close personal protection programs; able to make independent judgment on institutional capabilities and the adequacy of security systems and controls; able to assimilate and assess real-time threat information and issue orders for the immediate conduct of defensive operations.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

Develop and maintain contacts with senior and high level host-government security official in coordination with RSO and/or FSNI and security professional in the American business and expatriate communities, at schools and other public venues normally frequented by American employees and their dependents.

g. Time Expected to Reach Full Performance Level:

Four years.