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 | 2. AGENCY | 3a. POSITION NO. |
|---|---|---|
| PANAMA | STATE/DS | 98-313210/A56022 |

**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. Reclassification of duties: This position replaces

Position No. _____ , _____ (Title) _____ (Series) _____ (Grade)

☐ b. New Position

☒ c. Other (explain) Recruitment Process

| 5. CLASSIFICATION ACTION | Position Title and Series Code | Grade | Initials | Date (mm-dd-yy) |
|---|---|---|---|---|
| a. Post Classification Authority | Residential Security Coordinator, 701 | FSN-7; FP-7 | GS | 05/02/07 |
| b. Other | | | | |
| c. Proposed by Initiating Office RSO | Residential Security Coordinator | | | |

| | |
|---|---|
| **6. POST TITLE POSITION (if different from official title)** Residential Security Coordinator | **7. NAME OF EMPLOYEE** |
| **8. OFFICE/SECTION** US EMBASSY, PANAMA | a. First Subdivision Regional Security Office (RSO) |
| b. Second Subdivision | c. Third Subdivision |

**9. This is a complete and accurate description of the duties and Responsibilities of my position.**

Typed Name and Signature of Employee _____ Date(mm-dd-yy) _____

**10. This is a complete and accurate description of the duties and Responsibilities of this position.**

Typed Name and Signature of Local Supervisor _____ 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.**

Typed Name and Signature of American Supervisor _____ Date(mm-dd-yy) _____

**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.**

Typed Name and Signature of Human Resources Officer _____ Date(mm-dd-yy) _____

## 13. BASIC FUNCTION OF POSITION

Under the supervision of the Regional Security Officer (RSO) and the senior Foreign Service National Investigator, the Residential Security Coordinator (RSC) is responsible for the management of post's residential security program. Coordinates to provide physical security for over 150 residences of U.S. Direct hire employees at Am Embassy Panama, to include approximately 25 different agencies. Works with GSO, contractors, FMO section, procurement, residents, and with the Local Guard Program, to keep residential security program maintained and up to date at all residences. Surveys and recommends security enhancements based on the Overseas Security Policy Board (OSPB) standards and Post specific RSO guidance for new and existing residences in the housing pool. Maintains Residential Warden Database. Other duties as assigned by the Regional Security Officer.

## 14. MAJOR DUTIES AND RESPONSIBILITIES — % OF TIME

Please see page two for duties and responsibilities.

**14. MAJOR DUTIES AND RESPONSIBILITIES**

1. Develops and maintains an understanding of all Department residential security standards (OSPB and DS) and post specific residential security requirements. Makes recommendations and provides cost estimates on security enhancements that would ensure that a prospective residence meets all standards. The Residential Security Coordinator (RSC) would be responsible for knowing and using the OSPB standards and post-specific requirements to develop the post's residential security checklist. This checklist would be used to conduct surveys on existing and prospective mission residences, documenting security deficiencies and recommendations. **40%**

2. Performs other tasks as required by the RSO and ARSO's to ensure conformance to standards and the efficient cost-effective operation of the RSP. Ensures that all residences have been surveyed within the last five years or as needed, prior to each transfer cycle. The primary point of contact on all residential security matters between RSO, GSO, Facilities Maintenance (FMS), Procurement and landlords and ensures that all residences conform to Diplomatic Security standards. Conducts surveys of available and proposed housing to ensure security suitability and compliance before occupancy, and processes appropriate survey reports and forms. Survey date for each residence as well as other security related information regarding individual residences is maintained in appropriate electronic databases and physical files. Coordinates and supervises the installation of post-funded security equipment by local contractors. Provides guidance to installers and inspects completed installations to ensure that the work has been completed according to instructions and systems are operational. Supervise contract companies in security equipment installation, systems maintenance, and repair. Coordinates and monitors the installation of security equipment with the General Services Office (GSO) and Facilities Maintenance Office (FMO) and other sections as appropriate. Convey information on requirements to prospective landlords via the Housing Office. **15%**

3. During high turn-over transfer cycle, can work under pressure and stress to coordinate numerous jobs at the same time, requiring presence at various work sites during the same day. Frequently works in job-sties off compound in residences. Frequent work is required in houses which are in the midst of construction, undergoing renovation around building equipment, ladders, tools, etc. Some work is required in sites with tripping hazards, plaster dust, pain fumes, etc. Provide in-home instruction to each new resident immediately upon arrival in country. Provide employees and their eligible family members with information on the proper use of the residential security enhancements, as well as an orientation on the operational features of the installed residential security equipment. Should meet employees and eligible family members at first time of arrival at their residence and demonstrate alarm system use and initial briefing on all features. **15%**

4. The RSC will assist the RSO and ARSO's in collection and preparation of information needed for the residential security budget. Coordinate the acquisition of residential security equipment with the RSO and ARSO's as needed. Ensures residential security equipment is inventoried and adequate and coordinates purchase and replacement supplies. **10%**

5. Must be available for occasional off-hours to provide initial security briefing to residents arriving on late flights. Work sometimes on weekends with contractors or homeowners. As well, must sometimes respond to after hour problems with alarms or other issues.
**10%**

6. Other related duties as assigned to include maintenance of Residential Warden Database, administrative and logistical duties for the RSO and FSNI office **10%**

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

a. Education: Two years of college is required.

b. Prior Work Experience: One year of full time work experience working in administration, logistics, security systems management or budgetary spreadsheets is required.

c. Post Entry Training: the RSO and/or A/RSO will provide-specific training.

d. Language Proficiency: Level III (Good working knowledge) speaking/reading/writing English language is required. Level IV (Fluent) speaking/reading/writing Spanish language is required.

e. Job Knowledge: Thorough knowledge of regulations governing the Residential Security Program (12 FAH 8 RSP Handbook). A well developed knowledge of Microsoft Office Suite is required. Must have basic knowledge of security preventive measures, such as installation of alarm system, security locks, iron grillwork, perimeter barriers and lighting. Must be knowledgeable of Panama City neighborhoods and the road network in the capital city. Must have good working knowledge of logistics inventory control.

f. Skills and Abilities: Strong interpersonal and communication skills are required. Must possess the ability to plan, organize and manage a multitude of task simultaneously involving many different contacts. Must possess valid local driver's license type C. Must be proficient in the use of a digital camera and a well developed knowledge of how to download digital photographs into the computer system. Must know how to edit and modify digital photographs to add graphics and be able to lift minor (40 lbs) weight packages.

**16. POSITION ELEMENTS**

a. Supervision Received: Position falls under the direct supervision of the FSNI, N56122. Receives guidance and or instruction from Regional Security Officer or the Assistant Regional Security Officer.

b. Supervision Exercised: None

c. Available Guidelines: 12 FAM 300 and 12 FAH-8 Residential Security Program Handbook

d. Exercise of Judgment: Must make decisions regarding residential safety and suitability for occupancy, and exercise considerable judgment and tact when dealing with landlords, contractors, residents and others.

e. Authority to Make Commitments: Authority to commit equipment, supplies and services in order to meet security standards. No authority to make legal commitments to vendors or landlords, etc., except as specifically authorized by supervisor.

f. Nature, Level and Purpose of Contacts: Basic contact with personnel at all levels of the mission and other agencies regarding questions and requests. Will have occasional contact with landlords of leased residences on specific needed and instructions to outside contractors performing services on residences and equipment, etc.

g. Time Expected to Reach Full Performance Level: One to three months.