

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST PANAMA	2. AGENCY Drug Enforcement Administration	3a. POSITION NO. DEA-06
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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. Reclassification 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 HRO	Computer Management Assistant, 1805	FSN-09, FP-5	TO	2/14/2013
b. Other				
c. Proposed by Initiating Office DEA	Computer Management Specialist (DEA)	FSN-10		

6. POST TITLE POSITION (if different from official title) Computer Management Specialist	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION US Embassy	a. First Subdivision Drug Enforcement Administration (DEA)
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)
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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. _____ 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)
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13. BASIC FUNCTION OF POSITION

Provide an advanced level of technical expertise in the area of computer programming and server administration for the Sensitive Investigations Unit (SIU).

14. MAJOR DUTIES AND RESPONSIBILITIES **100% OF TIME**
See Attached

15. DESIRED QUALIFICATIONS

- a. Education
College Degree is required with an emphasis on communications and electronic engineering.
- b. Prior Work Experience
Minimum of 5 years experience working with Pen Link software, Lincoln Administrative software, Point Jukebox Manager, Microsoft SQL Server 2005, Analyst Notebook, Active Directory and knowledge of Ericsson communication switches and systems and other similar communication switches and basic knowledge of fiber-optic signal delivery.
- c. Post Entry Training
Must be familiar with DEA narcotics procedures and host nation operations. May be required to travel to complete training provided by DEA at the DEA Academy, online, via correspondence or by other USG agencies.
- d. Language Proficiency
Level IV (Fluent) Speaking/Reading/Writing Spanish language is required. Level I (Rudimentary) Speaking/Reading English language is required or the desire to complete language training as directed.
- e. Knowledge
Must have working knowledge of Pen Link software, Lincoln Administrative software, Point Jukebox Manager, Microsoft SQL Server 2005, Analyst Notebook, Active Directory and knowledge of Ericsson communication switches and systems and other similar communication switches and basic knowledge of fiber-optic signal delivery.
- f. Skills and Abilities
Must possess good interpersonal skills. Must be able to work independently with minimal supervision. Must possess host country driver's license and be capable of driving an official government vehicle. Must pass a background investigation and polygraph examination administered by the DEA. Must have working knowledge of Pen Link software, Lincoln Administrative software, Point Jukebox Manager, Microsoft SQL Server 2005, Analyst Notebook, Active Directory and knowledge of Ericsson communication switches and basic knowledge of fiber-optic signal delivery.

16. POSITION ELEMENTS

- a. Supervision Received
Incumbent will report directly to the DEA Special Agent Advisors assigned to DEA's Sensitive Investigative Unit and will receive direction from advisors.
- b. Available Guidelines
DEA Agent's Manual and the DEA Operations Manual for Sensitive Investigative Units (SIU).
- c. Exercise of Judgment
Independently exercise a high degree of judgment related to all technical aspects of both the computer server administration.
- d. Authority to Make Commitments
Will consult with DEA Special Agent Advisors before any commitments in support of DEA operations and all commitments will be approved by the Country Attaché and State Department Narcotics Affairs Section.
- e. Nature, Level and Purpose of Contacts
Mid-level contacts with private company engineers/technicians and other host nation law enforcement agencies.

f. Supervision Exercised

Advisor to two technical agents at the Panama National Police Special Unit and serves as computer administrator for database functions and weekly/monthly maintenance on all computer software, equipment and servers. The incumbent will provide work guidance and be responsible for limited supervision of approximately 30 to 35 people who have access to the computer programs and equipment.

g. Time Required to Perform Full Range of Duties after Entry into the Position: Immediate

14. MAJOR DUTIES AND RESPONSIBILITIES

DSN-298 Attachment – Computer Management Specialist (DEA)

Provides technical expertise and management of computer systems to include Pen Link software, Lincoln Administrative Software, Windows 8, Microsoft SQL Server 2005, Analyst Notebook and Active Directory. Provides monthly and weekly maintenance of computer equipment and software. Manages user access and security to programs. (85%)

Provide technical support to the Panama National Police Unit technical agents who are responsible for maintaining the Panama National Police computer equipment and servers. (10%)

Liaison with telecommunication companies and coordinates problems that come up between the Penlink System and Ericsson Equipment. (5%)