

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 USDA/APHIS/IS	3a. POSITION NO. APHIS-011
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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	Security Assistant, 701	FSN-9; FP-5	MM	04/12/10
b. Other				
c. Proposed by Initiating Office APHIS	Security Specialist	FSN-9		

6. POST TITLE POSITION (if different from official title) COPEG SECURITY SPECIALIST	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S. EMBASSY, PANAMA	a. First Subdivision UNITED STATES DEPARTMENT OF AGRICULTURE
b. Second Subdivision Animal & Plant Health Inspection Services (APHIS)	c. Third Subdivision International Services (IS)

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)	_____ 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.	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.
Cheryle Cannady _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	Tabrese E. Venson _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Incumbent performs duties as the Panama-United States commission for the Eradication and Prevention of Screwworm (COPEG) Chief of Security. The incumbent is responsible for providing security, protection and operational support to all USG and COPEG personnel and facilities. Incumbent is responsible for developing, implementing and administering a Security Program for COPEG, including physical, technical, personnel, procedural and electronic security.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**

(See attached)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** University degree in security, law enforcement or criminal justice is required.
- b. **Prior Work Experience:** At least five years experience in security or related field is required.
- c. **Post Entry Training:** New APHIS employee's orientation, Civil Rights, EEO, and First Responder Training.
- d. **Language Proficiency:** List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):
Level III (Good working knowledge) speaking/reading/writing English language is required. Level IV (Fluent) reading/speaking/writing Spanish is required.
- e. **Job Knowledge:** Knowledge / understanding of security concepts, procedures and techniques is required. Knowledge of APHIS and COPEG laws, regulations, and administrative procedures is required. Knowledge of Panamanian laws / regulations pertaining to security and other related is required. Knowledgeable on various e-mail systems since primary communication channels are based on electronic platforms is required. Additionally, wide knowledge of Microsoft Office (Microsoft Word, Excel, PowerPoint) is required in order to assist the APHIS and/or COPEG staff on presentations for conferences, seminars and meetings.
- f. **Skills and Abilities:** Must have excellent interpersonal skills. Must be able to deal effectively with people when performing his/her duties. Must have ability to safely effectively handle firearms. Must be able to drive a vehicle safety and defensively. Must have excellent negotiating skills. Must have a driver's license. Must possess ability to develop his/her duties within established norms and regulations. Must display a professional attitude at all times, including the ability to uphold confidentiality.

16. POSITION ELEMENTS

- a. **Supervision Received:** This employee is supervised and receives specific instructions from COPEG US General Director on duties and tasks to be performed.
- b. **Supervision Exercised:** Incumbent will be responsible of supervising the COPEG Security Chief and the security contract guards.
- c. **Available Guidelines:** USDA Regulations, bulletins, agency procedures and administrative notices, GOP regulations, COPEG administrative manuals, and verbal guidelines from agency supervisor. Security laws and regulations. Local police laws and pertinent Foreign Affairs Manual.
- d. **Exercise of Judgment:** Must possess ability to exercise solid, sound judgment in carrying out duties and responsibilities with minimum supervision, as well as good working relationship with all personnel.
- e. **Authority to Make Commitments:** Has limited authority to make commitments.
- f. **Nature, Level, and Purpose of Contacts:** Maintains effective working relationships with the Commission's executive team, host country counterparts, Embassy's administrative staff, contractors, in arranging for services as needed and resolving any problems regarding such services.
- g. **Time Expected to Reach Full Performance Level:** Because of the complexity of the position and organization where he/she performs, a minimum of twelve months will be required.

13. BASIC FUNCTION OF POSITION (continuation)

Incumbent is responsible of control visitors and vehicle access to COPEG facilities and conducts security inspection of visitors, vehicles and deliveries to prevent the introduction of prohibited items into the facilities. The incumbent is responsible for monitors and updates safety and security policies and practices and ensures that USG and COPEG personnel and visitors follow the rules and regulations.

14. MAJOR DUTIES AND RESPONSIBILITIES

70 % OF TIME

Work with other department leaders, in designing security components for operations and other strategic processes, and supervising the development and implementation of required security reporting devices and processes at all levels.

Develops and maintains investigative practices and standards. Is responsible for improving existing security processes on a daily basis. Additionally, investigates all suspicious incidents and rules violations that may become security issues.

Selects, maintains and tests appropriate intrusion devices, alarms and cameras that record activity in appropriate locations and that warn of threats.

Develops, administers and delivers security training programs, involving security guards, USG and COPEG employees.

Conduct continual surveys of all COPEG offices, departments and facilities to determine the need for additional security services and making appropriate recommendations.

Establishes and maintains satisfactory liaison with Panamanian law enforcement officers and other GOP authorities where COPEG offices are located and maintains file for each locations regarding available resources and emergency services agencies available. Also maintains a good relationship with private security agencies providing services to COPEG.

Respond to emergency situations and contacts appropriate authorities for additional assistance.

30 % OF TIME

Provide written reports to supervisors and board of directors concerning security issues.

Supervise the security contract guards.

Monitors local security conditions and keeps the directors informed of any street disturbances and protests.