

Key Features :

- An Excel Spreadsheet under 4 MB, capable of generating both Cyber and non-Cyber federal employee Position Description (PD) drafts.
- Thirty-Six (36) Occupational Series templates pre-loaded (five with parenthetical support).
- Pre-loaded with Task and KSA Language sources: Homeland Security Advisory Council (HSAC; DHS version only), OPM, NICE Cybersecurity Workforce Framework (NCWF), Federal Acquisition Institute (FAI), and NIST SP 800-16 and Mosaic.
- Automatically assigns HSAC and NCWF cyber skill codes based upon Job Title and Occupational Series and places the information directly into the Position Description from dynamic assignment based on % of work performed.
- Produces optional HR forms to facilitate the HR classification process, such as the Job Analysis worksheets and FES calculations.
- May be emailed or posted to an Agency website. Fully self-contained, stand-alone within a single Excel file without Privacy information.
- Editable text (templates or output) and can customize towards organization-specific requirements.
- Able to support multiple Factor Language templates (within an Occupational Series) or Agency-specific language sets without tech support.
- Government-off-the-shelf (GOTS) software.
- The DHS PushButtonPD™ Tool is **FREE**, with no support or subscription fees!

For more information:
CMSI@HQ.DHS.GOV



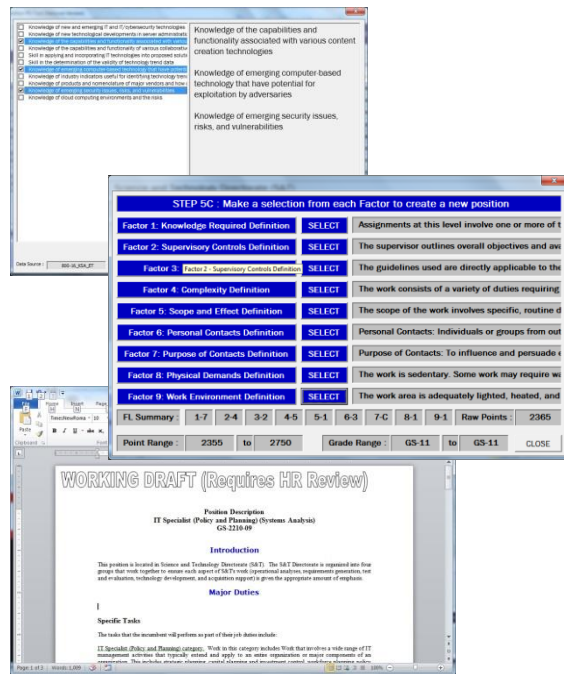
Generation 4

An Automated
Position Description (PD)
Drafting Tool

CMSI@HQ.DHS.GOV

Seven (7) Step Process

1. Select an Organization
2. Select a Pay Plan
3. Select Tasks
4. Select KSAs
5. Define Position
 - a) Allocate % of time to tasks
 - b) Select a Position Title
 - c) Select the Factor Level text
 - d) Optional step: Establish a Selective Placement Factor
6. Select Position Requirements
 - a) Select PD Language
 - b) Select Announcement Language
7. Produce Output
 - a) Draft a PD
 - b) Print out supplemental HR Forms



DHS PushButtonPD™

Overview

One of the most difficult documents to generate for a federal position is the Position Description that describes the work assigned to a position. Part of the challenge is that line managers must capture the essence of the duties, tasks, knowledge, skills, abilities, key factors, and other job-related requirements in order for Human Capital (HC) personnel to classify the position.

Capturing the essential requirements of a position is labor-intensive and time-consuming task for line managers who have not been formally trained nor have prior experience in writing Federal Government Position Descriptions. The average manager spends approximately three hours for each initial draft PD developed. Additionally, if PD's are not periodically reviewed, the actual duties and tasks assigned to a position may become outdated; resulting in difficulties obtaining highly qualified candidates to fill the position other HC-related actions.

The DHS PushButtonPD™ tool is designed to assist line managers and Human Capital (HC) liaisons document the regular and recurring work for a position into a draft.

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The screenshot shows the 'STEP 3.c : NIST SP 800-181 (NCWF) Tasks' screen. The title bar includes the DHS logo, 'Homeland Security', and 'DHS Push-Button Position Description (PushButtonPD™) Gen4 Beta10 (FOR TESTING PURPOSES ONLY)'. The main content area is a grid of blue buttons representing various tasks, such as '111 All-Source Analyst', '112 Mission Assessment Spc', '121 Exploitation Analyst', '131 Target Developer', '132 Target Network Analyst', '141 Warning Analyst', '151 Multi-Discip Language Analyst', '211 Forensics Analyst', '212 Cyber Def Forensics Analyst', '221 Cyber Crime Investigator', '311 All Source-Collection Mgr', '312 All Source-Collection Req Mgr', '321 Cyber Operator', '331 Cyber Intel Planner', '332 Cyber Ops Planner', '333 Partner Integ Planner', '411 Tech Support Specialist', '421 Database Administrator', '422 Data Analyst', '431 Knowledge Manager', '441 Network Ops Specialist', '451 System Administrator', '461 Systems Security Analyst', '511 Cyber Defense Analyst', '521 Cyber Defense Infr Support Spc', '531 Cyber Def Incident Responder', '541 Vulnerability Assmt Analyst', '611 Authoriz Off / Designating Rep', '612 Security Ctrl Assessor', '621 Software Developer', '622 Secure Software Assessor', '631 IS Security Developer', '632 Systems Developer', '641 Systems Reqs Planner', '651 Enterprise Architect', '652 Security Architect', '661 R&D Specialist', '671 System Test and Eval Spc', '711 Cyber Instr Curriculum Dev', '712 Cyber Instructor', '722 ISSM', '723 COMSEC Manager', '731 Cyber Legal Advisor', '732 Privacy Compliance Mgr', '751 Cyber Workfrc Dev and Mgr', '752 Cyber Policy & Strat Planner', '801 Program Manager', '802 IT PM', '803 Product Support Mgr', '804 IT Investment/ Portfolio Mgr', '805 IT Program Auditor', '901 Executive Cyber Leadership'. A 'DATA SOURCE:' note indicates 'Draft NIST SP 800-181 as of November 2016'. The bottom navigation bar includes 'Help for Steps 1 & 2', 'Help for Steps 3 & 4', 'Help 5: Repeat 5A,B,C if 3, 5D if 4, changes', 'Help for Step 6', and 'Help for Step 7: Repeat 7A,B if 5 changes'. Below this are buttons for '1 ORG', '2 PAY PLAN', '3 SEARCH TASK', '4 SEARCH KSA', '5A % TIME', '5B TITLE', '5C FAC LVL', '5D SPF (OPT)', '6A PD LANG', '6B JOA (OPT)', '7A LADDER (OPT)', '7B EDITOR (OPT)', '7C DRAFT PD', and '7D HR FORMS'.

NICE CYBERSECURITY WORKFORCE FRAMEWORK

The ultimate goal is to reduce the initial draft PD development time from three (3) hours to one hour or less (< 1).

The screenshot shows the 'MAIN INTERFACE' screen. The title bar includes the DHS logo, 'Homeland Security', and 'DHS Push-Button Position Description (PushButtonPD™) Gen4 Beta10 (FOR TESTING PURPOSES ONLY)'. The main content area displays a form for a '2210 IT Specialist' position. The form includes a 'PROGRESS' bar and a 'Please complete STEP #5C' message. The bottom navigation bar is identical to the previous screenshot.

MAIN INTERFACE