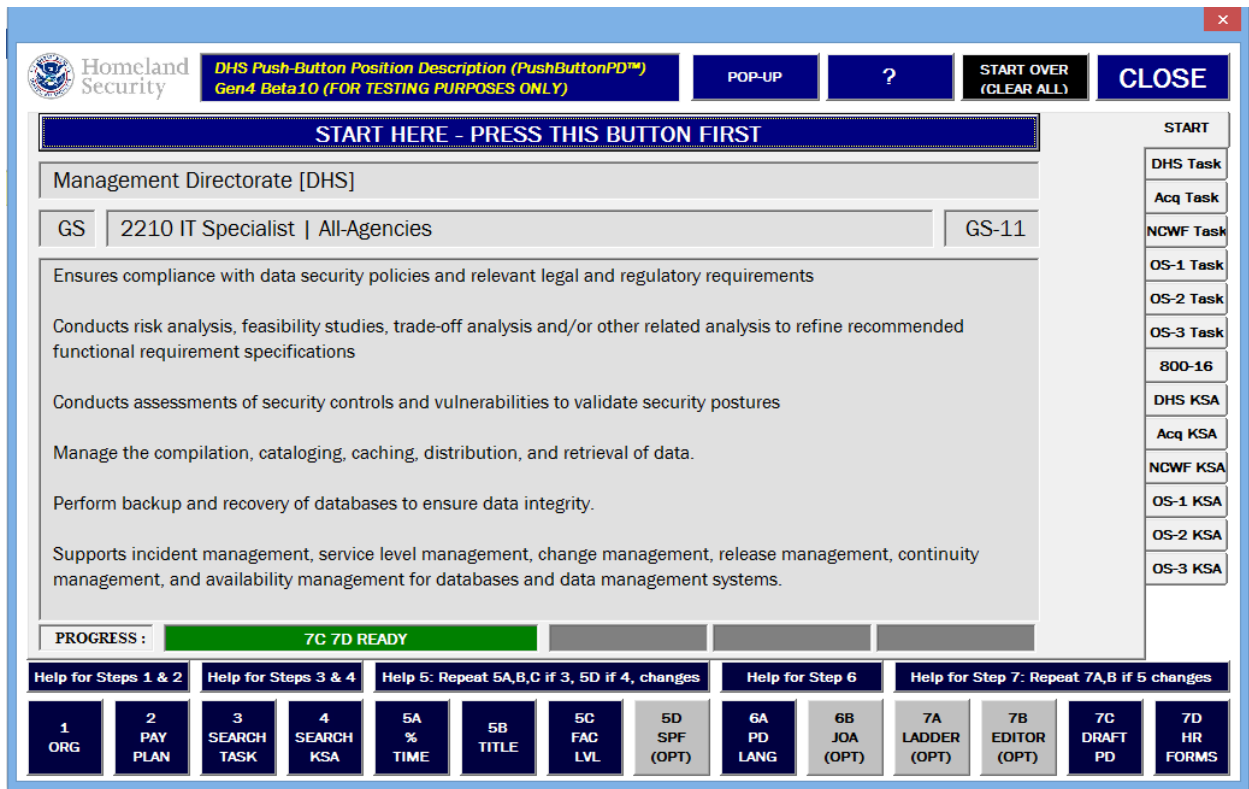


OVERVIEW

The DHS PushButtonPD™ is a no-cost, self-contained, Excel workbook under 4 MB. Managers, supervisors, and HR Specialists can rapidly draft Position Descriptions without the need for extensive training or prior knowledge of position classification. The entire draft PD generation timeline becomes a process that can be completed, not in days, but in a matter of hours. It is designed to present language from multiple authoritative sources and standards for duty, task, and KSA (knowledge, skills, and abilities); rapidly capture the hiring official’s requirements; and present them in a package that can be easily integrated into the agency’s current HR processes. The underlying data within the tool may be updated or customized locally as an Excel Spreadsheet, without tech support.



The screenshot displays the DHS PushButtonPD™ interface. At the top, it shows the Homeland Security logo and the title "DHS Push-Button Position Description (PushButtonPD™) Gen4 Beta.10 (FOR TESTING PURPOSES ONLY)". Navigation buttons include "POP-UP", "?", "START OVER (CLEAR ALL)", and "CLOSE".

The main content area is titled "START HERE - PRESS THIS BUTTON FIRST" and contains a form for "Management Directorate [DHS]". The position is identified as "GS | 2210 IT Specialist | All-Agencies" with a grade of "GS-11". The job description text includes:

- Ensures compliance with data security policies and relevant legal and regulatory requirements
- Conducts risk analysis, feasibility studies, trade-off analysis and/or other related analysis to refine recommended functional requirement specifications
- Conducts assessments of security controls and vulnerabilities to validate security postures
- Manage the compilation, cataloging, caching, distribution, and retrieval of data.
- Perform backup and recovery of databases to ensure data integrity.
- Supports incident management, service level management, change management, release management, continuity management, and availability management for databases and data management systems.

A progress bar at the bottom indicates "7C 7D READY". Below the progress bar are help buttons for various steps: "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".

At the bottom, there is a grid of buttons for each step and sub-step:

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	7D HR FORMS
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The tool is provided free, at no cost, to other U.S. federal departments and agencies.

GEN4 CAPABILITIES

Supported Occupational Series	
0080 Security Administration with parentheses	0089 Emergency Management Specialist
0201 HR Specialist with parentheses	0301 Miscellaneous Administration and Program Specialist
0306 Government Information Specialist	0332 Computer Operation
0340 Program Manager	0343 Management and Program Analyst
0390 Telecom	0391 Telecom with parentheses
0501 Financial Administration and Program	0510 Accounting
0511 Auditing	0560 Budget Analysis
0801 General Engineering	0810 Civil Engineer with parentheses
0830 Mechanical Engineer with parentheses	0850 Electrical Engineering
0854 Computer Engineer with parentheses	1102 Contract Specialist with parentheses
1104 Property Disposal	1105 Purchasing
1106 Procurement Clerical and Technician	1501 General Mathematics and Statistics
1515 Operations Research	1520 Mathematics
1529 Mathematical Statistics	1550 Computer Scientist
1801 General Inspection Investigative Enforcement	1802 Compliance Inspection
1805 Investigative Analyst	1810 Investigator
1811 Criminal Investigator	1895 CBP Officer
1896 Border Patrol Agent	2210 IT Specialist with parentheses
0132 Intelligence (Deprecated)	
Supported Parentheticals, and Prefixes	
Supervisory Title	Lead Title
Project/Program Manager Parenthetical	IT Project/Program Manager Parenthetical
Other Features	
DHS HSAC Mission-Critical Tasks and Skills	NCWF Framework Tasks and Skills
NIST SP 800-16 Skills	OPM MOSAIC Skills
Associated HR Forms generation	GS-pay scale
Ability to mark Task or Skill Tags (to identify qualifications for individual or group incentives / benefits).	Enforces critical “bright-line” rules; ex. 25% major duty; majority duty determines occupational series; awards Occupational Series 0301 when no major duty achieves 25%; amongst others.
FAI Acquisition Codes and Language	DoD AT&L Buttons (contact DoD AT&L to populate)

OTHER CAPABILITIES

- **Version Differences.** There are four generations of the Tool; Gen1, Gen2, Gen3, and Gen4.
 - Gen1 focused upon collecting functionality requirements from hiring officials. A meeting of the Department's technical cyber points of contact provided the original requirements for this tool version.
 - Gen2 focused upon collecting functionality requirements from human capital classification specialists. The tool has been circulated within the cross-Component representatives on the DHS Classification Policy Council for comments and recommendations. Specific steps, such as allocation of the percentage of time to tasks, were a direct result of comments received from human capital personnel. It has been extensively demonstrated within the Department with pilots in different Headquarters elements.
 - Gen3 approximately doubled the number of supported occupational series to incorporate both cyber and non-cyber positions.
 - Gen4 added the following capabilities:
 - Two-step ladder generation (for non-Intel, non-supervisory)
 - Status indicator to help the user determine which steps to perform.
 - Step 5 processing and efficiency improvements (versus Gen3)
 - Rudimentary text editing capability from within the interface.
 - NICE Cybersecurity Workforce Framework (NCWF) code support
 - Acquisition code support (FAI and DoD AT&L)
- **Efficiency.** The DHS PushButtonPD™ facilitates drafting a federal employee Position Description from scratch in one to three hours. The current record to generate a PD from scratch, edit, classify, transmit to OPM, and post the position on USAJobs is two weeks.
- **Standards.** The Tool comes preloaded with disparate standards from several Occupational Series and skill description sources. In theory, any skill source could be decomposed into a corresponding spreadsheet tab and maintained from there. Since the tool dynamically picks up any changes to the underlying spreadsheet; closing the user interface, making the spreadsheet change, and re-opening the user interface is normally all that's needed to make a content change.
- **Effectiveness.** The DHS PushButtonPD™ requires little to no prior training in either tool functionality or the associated human capital processes. One hour of formal training is provided upon request. The DHS PushButtonPD™ has been used to generate actual Position Descriptions in at several offices within DHS, including the Office of the Chief Information Officer.
- **Transferability.** The tool may be repopulated with locally-generated data to support virtually any Federal Organization. Interagency Memorandum of Agreements (MOAs) to access the source code are possible (with five officially signed as of December 2016).
- **Scalability.** The DHS PushButtonPD™ is largely only limited by Microsoft Excel's technical capabilities (specifically, the available memory in the system its run on). Currently, the tool is under 4 MB in size, contains no privacy data, and may be sent as a file attachment or posted to a website. Adding a new occupational series or occupational series parenthetical title (for well-formed data sets) normally takes one week.

BENEFITS

Federal Employee hiring relies upon Job Opportunity Announcements which are, in theory, sourced from Position Descriptions. However, it is difficult to keep Position Descriptions up-to-date and accurate, due to extensive review requirements performed by limited resources. Line managers typically do not receive formal training specifically in HR position classification, compounding the issue by 'not knowing the rules'. One of the major complaints the tool was intended to reduce is the 'back-and-forth' between the hiring official and the HR office by incorporating many of the 'bright-line' rules required by HR classification.

The purpose of the *DHS CMSI PushButtonPD™* is to allow Federal Employee hiring officials and/or HR liaisons to quickly draft accurate Position Descriptions from scratch, without formal training, and specifically cut down the time to generate accurate, required documentation from weeks/days down to days/hours. Additionally, supplemental HR forms are automatically generated, so that a reasonably complete draft HR package may be processed at once / in parallel, versus serially.

USER COMMUNITY

DHS CMSI PushButtonPD™ is available as an optional resource to hiring officials within the Department of Homeland Security; with a Public version of the tool available to the entire federal government. Potentially all agencies and offices within the Federal Government hiring any of the thirty-six (36) occupational series currently covered could utilize the tool.

INTEGRATION WITH EXISTING AGENCY OPERATIONS

In the strictest sense, this tool technically does not replace any existing process – merely organizes and accelerates them. The “disruptive innovation” aspect is that the tool was developed by cyberskills personnel to affect the HR process. Many HR PD tools have been developed over the years, however, this tool was designed to:

- a) In near-real-time, input hiring official requirements and output HR process requirements;
- b) Ensure the HR classification specialist is able to quickly and correctly identify the Grade and Occupational Series-determining factors, thereby speeding position classification;
- c) Automatically generate the proper OPM Guide to Data Services (GDS) or NCWF cyberskill code
- d) Address many occupational series or skill standards, whether cyber or another field;
- e) Provide line-of-sight / auditability between the Agency or National Missions / Mission Standards, Position Description, the Job Opportunity Announcement, and the interview questions used to fill federal employee positions.
- f) Local data maintenance / update, without the need for tech support.
- g) Employ More-Agile-Than-Agile (MATA) development and deliver tangible operational results.