OVERVIEW

The DHS PushButtonPD™ is a no-cost, self-contained, Excel workbook under 5 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 tool is provided free, at no cost, to other U.S. federal departments and agencies.

GEN5 CAPABILITIES

DHS PushButtonPD™ currently supports 77 Occupational Series

Supported Occupational Series	
1. 0080 Security Administration with parentheticals	42. 0856 Electronics Technical
2. 0089 Emergency Management Specialist	43. 0873 Marine Survey Technical
3. 0132 Intelligence (Depreciated)	44. 0895 Industrial Engineering Technical
4. 0201 HR Specialist with parentheticals	45. 0950 Paralegal Specialist
5. 0301 Miscellaneous Administration and Program Specialist	46. 0962 Contact Representative
6. 0306 Government Information Specialist	47. 0963 Legal Instruments Examining
7. 0332 Computer Operation	48. 0986 Legal Assistance with parentheticals
8. 0340 Program Manager	49. 0998 Claims Assistance and Examining with parentheticals
9. 0343 Management and Program Analyst	50. 1040 Language Specialist
10. 0390 Telecom	51. 1102 Contract Specialist with parentheticals
11. 0391 Telecom with parentheticals	52. 1104 Property Disposal
12. 0501 Financial Administration and Program	53. 1105 Purchasing
13. 0510 Accounting	54. 1106 Procurement Clerical and Technician
14. 0511 Auditing	55. 1107 Property Disposal Clerical and Technician
15. 0560 Budget Analysis	56. 1410 Librarian
16. 0601 General Medical and Healthcare	57. 1412 Technical Information Services
17. 0602 Physician	58. 1501 General Mathematics and Statistics
18. 0603 Physician Assistant	59. 1510 Actuarial Science
19. 0610 Nursing	60. 1515 Operations Research
20. 0630 Dietetics and Nutrition	61. 1520 Mathematics
21. 0631 Occupational Therapy	62. 1529 Mathematical Statistics
22. 0633 Physical Therapy	63. 1530 Statistics with parentheticals
23. 0635 Kinesiotherapy	64. 1550 Computer Scientist
24. 0638 Recreation/Creative Arts Therapy	65. 1801 General Inspection Investigative Enforcement
25. 0644 Clinical Laboratory Science	66. 1802 Compliance Inspection
26. 0660 Pharmacy	67. 1805 Investigative Analyst
27. 0662 Optometry	68. 1810 Investigator
28. 0665 Speech/Language Pathology and Audiology	69. 1811 Criminal Investigator
29. 0668 Podiatry	70. 1895 CBP Officer
30. 0680 Dentistry	71. 1896 Border Patrol Agent
31. 0690 Industrial Hygiene	72. 2003 Supply Program Management
32. 0696 Consumer Safety	73. 2005 Supply Clerical and Technician
33. 0801 General Engineering	74. 2010 Inventory Management
34. 0802 Engineering Technical with parentheticals	75. 2030 Distribution Facilities and Storage Management
35. 0809 Construction Control Technical	76. 2032 Packaging
36. 0810 Civil Engineer with parentheticals	77. 2210 IT Specialist with parentheticals
37. 0817 Survey Technical	
38. 0830 Mechanical Engineer with parentheticals	
39. 0850 Electrical Engineering	
40. 0854 Computer Engineer with parentheticals	
41. 0855 Electronics Engineer	

GEN5 CAPABILITIES (Cont.)

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	NIST NICE 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 Code and Language
NSF Functional Code	Rudimentary Export / Import capability
One or Two-Step Ladder	Rudimentary editing
NICE Framework Helper (helps identify the proper OPM Occupational Series and NICE Framework three-digit code based upon Job Title or Function	

OTHER CAPABILITIES

- **Version Differences**. There are five generations of the Tool; Gen1 through 5
  - 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)
  - Gen5's new interface can now expand to incorporate more Occupational Series, as well as additional functionality enhancements
- **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 both within DHS and other Federal Agencies.
- **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 5 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 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' applicable towards federal positions.

The purpose of the *DHS 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 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 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) Require minimal up-front training or knowledge of HR processes when utilized by Hiring Officials
c) Ensure the HR classification specialist is able to quickly and correctly identify the Grade and Occupational Series-determining factors, thereby speeding position classification;
d) Automatically generate the proper OPM Guide to Data Services (GDS) or NIST NICE cyberskill code
e) Address many occupational series or skill standards, whether cyber or another field;
f) 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.
g) Local data maintenance / update, without the need for tech support.
h) Employ More-Agile-Than-Agile (MATA) development and deliver tangible operational results.