

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Reassignment <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field	4. Employing Office Location Orlando, FL	5. Duty Station	1. Agency Position No. 13179
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6. OPM Certification No.
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)	11. Position is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive	13. Competitive Level Code 0427
		SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		14. Agency Use	

15. Classified/Graded	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Student Trainee (Computer Science)	GS	1599	04		
e. Recommended by Supervisor or Initiating Office						
16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)				

18. Department, Agency, or Establishment Department of the Army	c. Third Subdivision Corporate Information Office
a. First Subdivision ASAALT	d. Fourth Subdivision
b. Second Subdivision PEO STRI	e. Fifth Subdivision
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.	

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
Craig Thornley Information Assurance Program Manager

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Oakie Williams Chief Information Officer

Signature: *Craig Thornley* Date: 27 Aug 04
Signature: *Oakie Williams* Date: 27 Aug 04

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
Math and Stats Stu Trn Ser, Hdbk of Occ Groups & Fams, Jan 99
OPM PCS Computer Science Series, GS-1550, Jan 88
USOPM Intro to Pos Class Sect III, Titling Practices

Typed Name and Title of Official Taking Action
Michael Lozano
Human Resources Specialist

Signature: *Michael Lozano* Date: 31 Aug 04

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
BUS: 7777
Student Career Experience Program (SCEP) 5 CFR 213.3202

STUDENT TRAINEE (COMPUTER SCIENCE)

GS-1599-04

SUPERVISORY CONTROLS:

Supervisor or higher grade engineer assigns work and provides detailed explicit instructions on what is required and the results expected. Independently resolves non routine technical problems in the work but will refer to others in unusual cases. Supervisor or higher grade engineer is available for assistance involving technical deviations from familiar methods or concepts. Work is reviewed upon completion for methods applied and technical adequacy.

MAJOR DUTIES:

1. As a student trainee, receives on-the-job training in Computer Science by performing specific and varied work assignments incidental to information assurance. Makes practical use of the technical training received during the preceding formal academic period and on the job in performing such duties, observing methods and gaining experience. 50%
2. Performs typical tasks similar in nature, level of difficulty and responsibility as follows: (a) assists in the conduct of searches and analyses of topics relating to Information Assurance (IA); (b) provides support to PMs in the areas of development and testing of secure configuration guides, information assurance vulnerability Alerts (IAVA) testing, development of IA test procedures, training IASOs on the use of vulnerability scanning tools and performing vulnerability scans; (c) configure and maintain the PEO STRI IA integration , training and test lab. 50%

Performs other duties as assigned.

Level of Responsibility

Incumbent receives assignment in terms of the objectives to be achieved and without explicit instructions as to work methods on routine assignments that involve conditions, concepts, and standard work methods. Recurring routine technical problems are resolved on the basis of previous experience without reference to the supervisor. Explicit instructions for solving technical problems involving unfamiliar conditions, methods, or concepts are provided by the supervisor. The technical adequacy of completed routine work are reviewed or checked for adherence to instructions; non-routine assignments are reviewed in process.