

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION



Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post	2. Agency STATE	3a. Position Number 327001 - N56104
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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 If yes, please provide position number: **101048**

4. Reason for Submission

- a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- b. New Position _____
- c. Other (explain) Vacant position due to retirement

5. Classification Action	Position Title and Series Code	Grade	Initials	Date(mm-dd-yr)
a. Post Classification Authority	Security Investigator, FSN-0705	FSN-8	HR/OE	Dec 4, 2019
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) Foreign Service National Investigator	7. Name of Employee
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8. Office /Section Regional Security Office	a. First Subdivision
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b. Second Subdivision N/A	c. Third Subdivision N/A
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9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position: <u>JUAN L. LOPEZ</u> <u>09/10/20</u> Printed Name of Supervisor Date (mm-dd-yyyy)
Employee Signature _____	Supervisor Signature _____

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 <u>Bernard J. Green</u> <u>09/10/2020</u> Printed Name of Chief or Agency Head Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or HR Officer Date (mm-dd-yyyy)
Chief or Agency Head Signature _____	Admin or HR Officer Signature <u>Carol W. Jones</u> Carol W. Jones, Regional Approver, RSC

- A. SJD text that is in **BLACK** (no color) must be maintained by post with no modification.
- B. SJD option text in **GREEN** requires post to enter values that are specific to the local position.
- C. SJD option text in **BLUE** designates an option that **may be used** if required in the local position. If not required, text in **BLUE** should be deleted.

13. Basic Function of Position

Working in the Regional Security Office (RSO), the Foreign Service National Investigator (FSNI) conducts security investigations and maintains liaison with local police and other security and law enforcement officials. The FSNI assists the RSO team in coordinating protection for post personnel and visiting U.S. government officials, obtaining and reporting on information concerning potential security threats to post personnel, facilities, or information.

14. Major Duties and Responsibilities

Investigation 60%

- Conducts background investigations on candidates for employment and on local contractors to determine suitability for business.
- Conducts research on behalf of other U.S. law enforcement agencies for criminal investigation.

Liaison 20%

- Develops and maintains contacts with local government authorities, the police and other law enforcement and private security entities to protect the security of post personnel, coordinate U.S. dignitary visits, and facilitates international conferences.
- Coordinates with local authorities by traveling to different cities in the country to facilitate VIP visits to those locations.
- Assists post employees involved in crimes and accidents to coordinate with local police.

Threat Analysis 10%

- Gathers and evaluates intelligence information concerning threats against post personnel, facilities, or information.
- Works with local contacts to receive and verify criminal, counterintelligence, terrorist or other threat information.
- Monitors trends in significant criminal and terrorist activities and any relevant socio-political developments in country and produces analytical reports on the impact of these developments on the post security environment.

Administrative work 10%

- Maintains staff briefing and debriefing records and vehicle fuel usage logs.
- Performs translation service for RSO when required.

***Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

15. Qualifications Required For Effective Performance

a. Education

A minimum of two (2) years University Studies is required.

b. Prior Work Experience

Minimum of three (3) years of experience in law enforcement, military, private security, or investigation is required.

c. Post Entry Training

- OT 510: FSNI Basic Training Course
- FAM and FAH pertaining to security policies and DS procedures.



- d. Language Proficiency:**
 English level III (Good working knowledge) Reading/Writing/Speaking is required.
 Spanish level IV (Fluent) Reading/Writing/Speaking is required.
- e. Job Knowledge**
 - Good working knowledge of the local and regional judicial system including criminal laws and procedures, and laws regarding marriage, divorce, adoption, and military service.
 - Detailed knowledge of investigative techniques and security databases.
- f. Skills and Abilities**
 - A valid driver's license is required.
 - Excellent interpersonal skills; ability to conduct investigations with utmost discretion
 - Ability to draft correspondence and reports in English; and skills in Microsoft Word, Excel, and Outlook applications.
 - Ability to work independently as well as in a team setting.

16. Position Element

- a. Supervision Received**
 Receives direct supervision from the senior FSNI, Regional Security Officer or designee.
- b. Supervision Exercised**
 None
- c. Available Guidelines**
 FAM and FAH; Diplomatic Security overseas vetting guidelines and host country civil and criminal codes.
- d. Exercise of Judgment**
 Should exercise considerable judgment in recognizing, exploring, and exploiting leads.
- e. Authority to Make Commitments**
 N/A
- f. Nature, Level, and Purpose of Contacts**
 Incumbent will have extensive contact with U.S. and host country contacts to include police and security officials for investigative and post personnel protection purposes and to enhance host government support.
- g. Time expected to Reach Full Performance Level**
 One year.