

PushButtonPD™ Internal Operations

OVERVIEW

To understand how the PushButtonPD™™ internals work, it is important to know that the tool is divided into two main parts; the *data* (i.e. the part that's in the Excel worksheets / tabs) and the *program functionality* (i.e. the part that's 'hard coded' in the locked macro). Please note that *data* is easily edited and changed by direct edit of the underlying workbook tab / worksheet and cell. The data portion of the tool functions identically to any Excel workbook. However, the *program functionality* is locked Visual Basic code to ensure the program is consistent and has not been modified.

DATA

DATA STANDARDS USED

The primary guidance sources are the Office of Personnel Management (OPM) classification guides. However, in certain instances, the guides were supplemented with authoritative sources; such as publicly available standards, published information, as well as information provided directly by the Agency. Examples of supplementation are listed below:

- DHS Skill and KSA User Interface Tabs: Originally sourced by the Homeland Security Advisory Council (HSAC Tiger Team) and updated by the Cybersecurity Management Support Initiative (CMSI);
- DoD Skill and KSA User Interface Tabs: Pilot information provided by DoD OCIO;
- NIST 800-16 KSA User Interface Tab: Copied from NIST 800-16;
- OC Skill and KSA User Interface Tabs: Primarily language copied and decomposed from OPM classifications guides and supplemented when the language is outdated or incomplete;
- OPM MOSAIC KSAs: Copied from the OPM MOSAIC, and presented in the OC-3 KSA tab.
- Agency-Specific Requests: Certain Occupational Series are unique or specific to a particular agency.
- Dated Materials: Due to the age of some of the source materials, some universal edits have also been performed by CMSI on a case-by-case basis (ex. replacing the word 'typewriter' with 'computer').

DIFFERENTIATING "HANDS-ON TECHNICAL" VERSUS "CYBER SUPPORT" POSITIONS

Within DHS, HSAC represents the "hands-on technical" skillset; whereas NIST NICE is a combination of the "hands-on technical" and "cyber support" skillsets. Within DHS, the recommendation is to utilize the HSAC for "hands-on technical" and NICE for "cyber support". Note that both selections still result in NICE skillcode assignments, but this ensures DHS is able to differentiate between technical and support cyberskill positions.

PushButtonPD™ Internal Operations

PROGRAM CODE

PROGRAM FUNCTIONALITY STANDARDS USED

The primary guidance sources are the Office of Personnel Management (OPM) classification guides. However, there were aspects of the OPM guides that did not address the cyberskill codes which are enumerated in the following sections.

DETERMINING THE OCCUPATIONAL SERIES

In general, the duty category (and associated tasks) with the greatest percentage of time (25% or more) determines the exact occupational series (even if only 1% higher). In the uncommon event of an exact tie between the greatest percentages of time; all sets of occupational series titles tied for the highest percentage of time (a maximum of four occupational series title sets) are presented for the user to select from. However, if the largest / greatest duty category's percentage of time is not a Major Duty (i.e. greater than 25%), then Occupational Series 0301 (Miscellaneous Administration and Program) is assigned by default.

The exception to this rule is when the duty category with the greatest percentage of time is either a NIST NICE or DHS HSAC skill area. When this happens, the user is presented with a menu of "most likely Occupational Series" generated by a mapping in the [NICEMap](#) worksheet tab; containing a crosswalk of Occupational Series and NICE or HSAC cyberskill codes. Since current Agency assignment of cyberskill codes to Occupational Series may vary (or perhaps someday an official mapping is published), the table is dynamic and may be updated without code changes to the program (by updating the matrix and pressing the REFRESH button in cell D1, top right corner within the [NICEMap](#) worksheet tab).

ASSIGNMENT OF NIST NICE CYBERSKILLS CODES

Cyberskill codes are *only* assigned when (a) either NICE 2.0 Framework or HSAC tasks (not KSAs) are selected; and (b) the percentage of time performing those tasks are greater than or equal to 25% (i.e. constitutes a Major Duty for the incumbent). The mapping of which skill codes are assigned are contained in the [HSACSkillArea](#), [NISTNICECodes](#), and [Crosswalk](#) worksheet tabs of the workbook.

The reasons why only NICE or HSAC tasks trigger the cyberskill code assignment are to ensure that (a) only official standard language or their edited equivalent are utilized, and (b) the actual duties and tasks performed by the incumbent, are used to reflect the code assigned to the incumbent.

DETERMINING WHETHER TO ASSIGN THE NIST NICE GENERAL OR SPECIFIC CYBERSKILL CODE

In general, selection of tasks within an HSAC or NICE cyberskill duty category performed greater than or equal to 25% will assign all specific cyberskill code(s) qualified for. All cybersecurity codes are presented since performing cybersecurity work as a Major Duty needs to be forwarded by the Agency to the Office of Management and Budget (OMB) as part of cyberskills reporting.