

Key Features :

- An Excel Spreadsheet under 5 MB, capable of generating both Cyber and non-Cyber federal employee Position Description (PD) drafts.
- Seventy-seven (77) Occupational Series templates pre-loaded with parenthetical support.
- Pre-loaded with Task and KSA Language sources: Homeland Security Advisory Council (HSAC; DHS version only), OPM, NICE Cybersecurity Workforce Framework (NCWF), Federal Acquisition Institute (FAI), DoD AWQI, and NIST SP 800-16 and Mosaic.
- Automatically assigns HSAC and NCWF cyber skill codes based upon Job Title and Occupational Series and places the information directly into the Position Description from dynamic assignment based on % of work performed.
- Produces optional HR forms to facilitate the HR classification process, such as the Job Analysis worksheets and FES calculations.
- May be emailed or posted to an Agency website. Fully self-contained, stand-alone within a single Excel file without Privacy information.
- Editable text (templates or output) and can customize towards organization-specific requirements.
- Able to support multiple Factor Language templates (within an Occupational Series) or Agency-specific language sets without tech support.
- Government-off-the-shelf (GOTS) software.
- The DHS PushButtonPD™ Tool is **FREE**, with no support or subscription fees!

For more information:
NICCS@hq.dhs.gov



PushButtonPD™

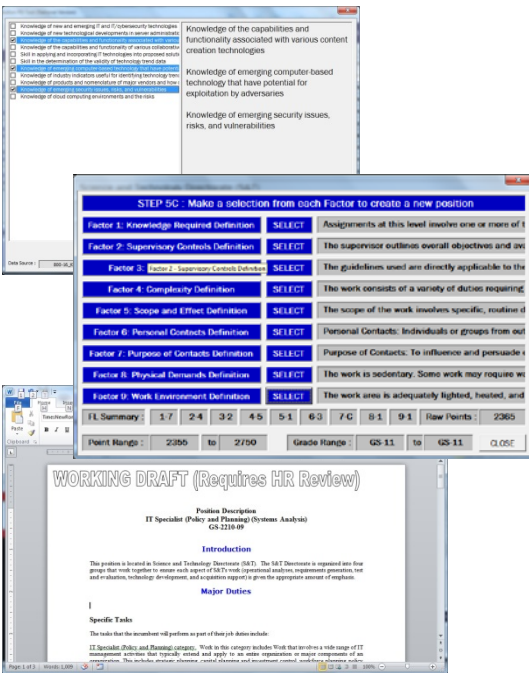
Generation 5

An Automated Position Description (PD) Drafting Tool

NICCS@hq.dhs.gov

Seven (7) Step Process

1. Select an Organization
2. Select a Pay Plan
3. Select Tasks
4. Select KSAs
5. Define Position
 - a) Allocate % of time to tasks
 - b) Select a Position Title
 - c) Select the Factor Level text
 - d) Optional step: Establish a Selective Placement Factor
6. Select Position Requirements
 - a) Select PD Language
 - b) Select Announcement Language
7. Produce Output
 - a) Draft a PD
 - b) Print out supplemental HR Forms



DHS PushButtonPD™

Overview

One of the most difficult documents to generate for a federal position is the Position Description that describes the work assigned to a position. Part of the challenge is that line managers must capture the essence of the duties, tasks, knowledge, skills, abilities, key factors, and other job-related requirements in order for Human Capital (HC) personnel to classify the position.

Capturing the essential requirements of a position is labor-intensive and time-consuming task for line managers who have not been formally trained nor have prior experience in writing Federal Government Position Descriptions. The average manager spends approximately three hours for each initial draft PD developed. Additionally, if PD's are not periodically reviewed, the actual duties and tasks assigned to a position may become outdated; resulting in difficulties obtaining highly qualified candidates to fill the position other HC-related actions.

The DHS PushButtonPD™ tool is designed to assist line managers and Human Capital (HC) liaisons document the regular and recurring work for a position into a draft.

The DHS PushButtonPD™ Tool is **FREE** with no support or subscription fees!

Homeland Security DHS Push-Button Position Description (PushButtonPD™) Gen5 Version 2 POP-UP ? START OVER (CLEAR ALL) CLOSE

START HERE - PRESS THIS BUTTON FIRST

Science and Technology Directorate (S&T) [DHS]

GS 2210 IT Specialist | All-Agencies GS-12

Documents design specifications, installation instructions, and other software-related information

Conducts comparative analysis of mission requirements and available research and industry trends/technologies

Leads the review and assessment of software system architecture, system requirements and allocation to lower level specifications; and oversees design, code and test activities, trade off studies, software verification and validation (V&V), and system test and integration

Design, develop, and modify software systems, using scientific analysis and mathematical models to predict and measure outcome and consequences of design [T0057]

Identify basic common coding flaws at a high level [T0111]

Perform risk analysis (e.g., threat, vulnerability, and probability of occurrence) whenever an application or system

PROGRESS: 7C 7D READY

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 Help for Step 7: Repeat 7A,B if 5 changes

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

MAIN INTERFACE

The ultimate goal is to reduce the initial draft PD development time from three hours to one hour or less.

Fills the gap between the Hiring Official and HR Classification Specialist - requirements go in; PD package comes out.

Provided at no-cost to Federal Agencies.

NICE Framework Helper (Lookup by Title or Function)

Select a Title or Function from the Drop-Down List Below

Head of Agency or Organization (Chief Executive Officer)

Possible NICE Framework Codes and Workroles for Consideration

NICE Code	OI-EXL Code	Description
901	OV-EXL-001	Executive Cyber Leadership

Possible OPM Occupational Series and Additional References for Consideration

SES / GO / FO	OPM Reference
SES / GO / FO	NIST SP 800-37 r1, Appendix D; NIST SP 800-65; NIST SP 800-16 Rev 1.3rd Draft

DISCLAIMER: This information is provided for reference purposes only. Note that individual Department or Agency mappings may vary. Please confirm all selections with your local Human Capital Office.

CLOSE

NICE Framework Helper