

CYBERSKILLS MANAGEMENT SUPPORT INITIATIVE

PUSH BUTTON POSITION DESCRIPTION TOOL

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PushButtonPD

CMISI Push-Button PD Tool (National Version)

 **Homeland Security** **DHS CyberSkills Management Support Initiative (CMISI)**
Push-Button Position Description (PD)

POP UP **?** **START OVER (CLEAR ALL)** **CLOSE**

START HERE - PRESS THIS BUTTON FIRST

Management Directorate

GS | 2210 IT Specialist | All-Agencies | GS-14

Monitor external data sources (e.g., Enterprise Network Defense (END) vendor sites, Computer Emergency Response Teams, SANS, Security Focus) to maintain currency of END threat condition and determine which security issues may have an impact on the enterprise.

Perform Enterprise Network Defense (END) incident triage, to include determining scope, urgency, and potential impact; identifying the specific vulnerability; and making recommendations that enable expeditious remediation.

Employ approved defense-in-depth principles and practices (e.g., defense-in-multiple places, layered

VIEW ALL TASK / KSA SELECTIONS :

START

- DHS Task
- NICE Task
- OS-1 Task
- OS-2 Task
- OS-3 Task
- DHS KSA
- NICE KSA
- OS-1 KSA
- OS-2 KSA
- OS-3 KSA
- NIST KSA

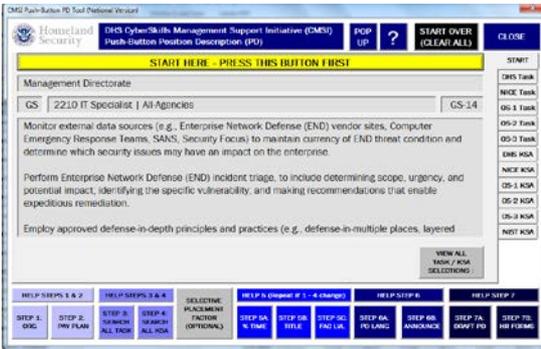
HELP STEPS 1 & 2 **HELP STEPS 3 & 4** **SELECTIVE PLACEMENT FACTOR (OPTIONAL)** **HELP 5 (Repeat if 1 - 4 change)** **HELP STEP 6** **HELP STEP 7**

STEP 1: ORG **STEP 2: PAY PLAN** **STEP 3: SEARCH ALL TASK** **STEP 4: SEARCH ALL KSA** **STEP 5A: % TIME** **STEP 5B: TITLE** **STEP 5C: FAC LVL** **STEP 6A: PD LANG** **STEP 6B: ANNOUNCE** **STEP 7A: DRAFT PD** **STEP 7B: HR FORMS**

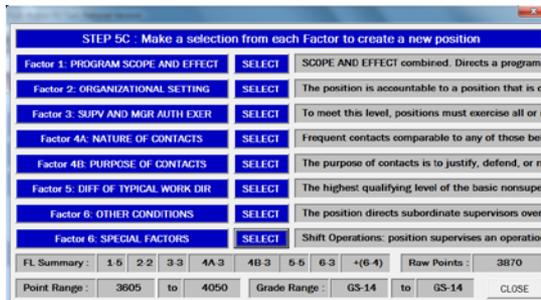
Tool Purpose and Benefits

What is the PushButtonPD Tool?

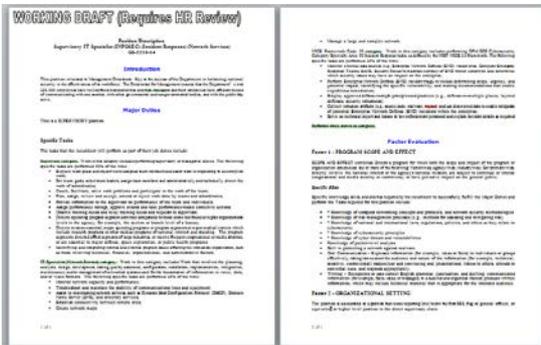
MAIN INTERFACE:



SUPERVISORY FACTOR LEVEL MENU:



POSITION DESCRIPTION OUTPUT:



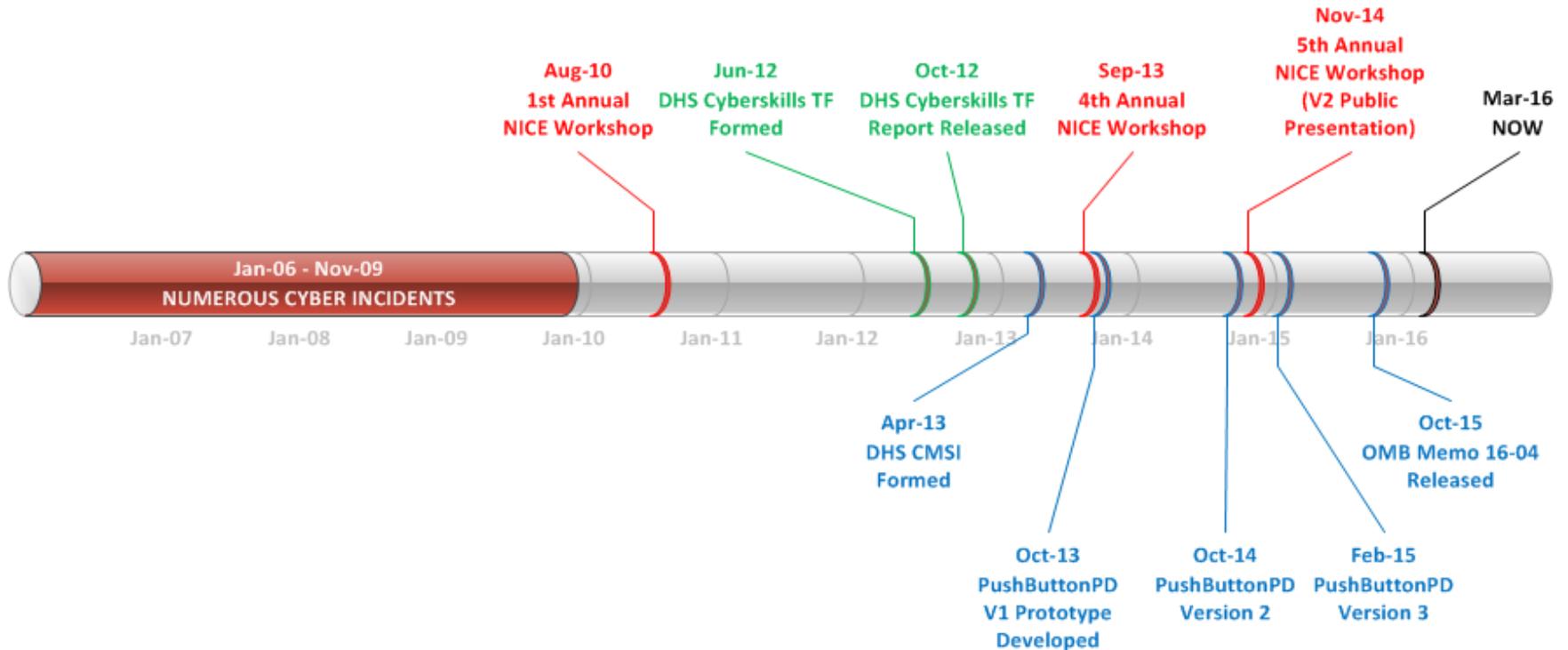
PushButtonPD is a no-cost, self-contained, single Excel workbook file currently under 3 MB.

Managers, supervisors, and HR Specialists can rapidly draft Position Descriptions (PDs) without the need for extensive training or prior knowledge of position classification.

It is designed to present language from multiple authoritative sources and standards for duty, task, and KSAs (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.

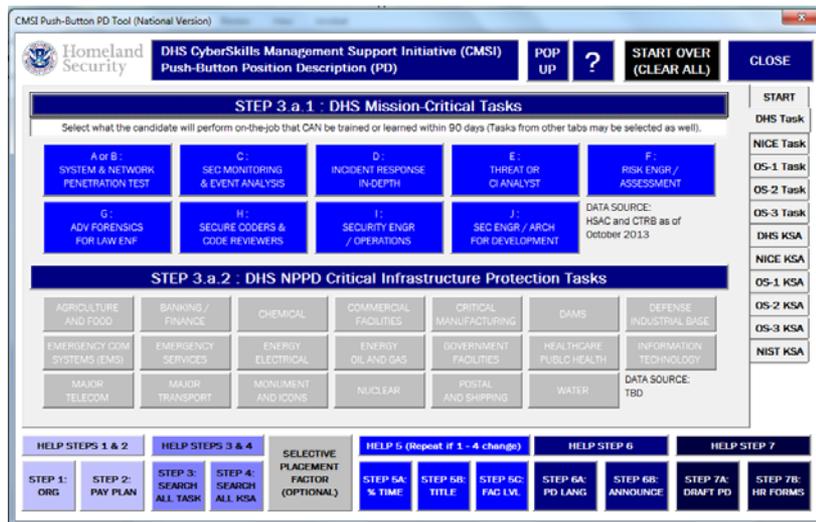
The entire PD generation timeline becomes a process that can be completed, not in days, but in a matter of hours.

PushButtonPD Timeline



Main Interface

- **Portability:** The tool is a single 3 MB Excel Worksheet file.
- **Scalability:** Limited only by Microsoft Excel maximum limits.
- **Training:** Currently in-person or remote sessions, but will be posting self-help videos soon. Help buttons sufficient for some users.
- **Cost:** The tool is free GOTS with no support or subscription fees. Current HW/SW capital and recurring expenditure to date: \$0

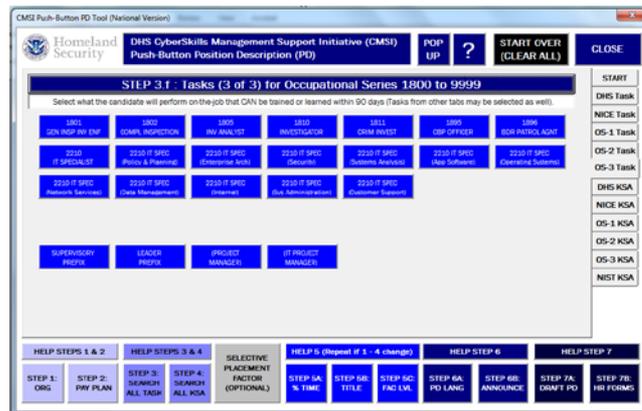


HSAC TASK TAB

- **508:** Compatible with JAWS version 14 or higher and Microsoft Narrator
- **PII:** May be emailed or posted to an Agency website. Fully self-contained, stand-alone within a single Excel file under 3 MB without Privacy information.

Occupational Series Task Tab

- **Occupational Series Supported:** Thirty-six (36); cyber and non-cyber
- **Group/Individual Categories:** Ability to manually mark Task or Skill Tags (to identify qualifications for individual or group incentives / benefits)
- **HR Classification:** Not a classification tool, but enforces critical “bright-line” rules; ex. 25% major duty; primary major duty determines occupational series; awards Occupational Series 0301 when no major duty achieves 25%; amongst others
- **HR Integration:** Automatically generates draft HR Forms to assist with adaptation to existing HR processes (ex. FLSA, Job Analysis, etc.)



OCCUPATIONAL SERIES TASK TAB

Title Prefix Support: Supervisory and Lead

Title Parenthetical Support: Eight (8)

occupational series and Project/Program Manager or IT Project/Program Manager

Pay Scale Support: GS-pay scale (with provisions for other pay scales similar to GS – needs agencies willing to pilot)

NICE Task Tab

- **Integrated Capability**. Originally built from the ground-up to support cyberskill-related Occupational Series and expanded later to accommodate other series.
- **NICE Framework**: Assigns NICE Framework code according to Major Duty (or a general code when minor duties comprise 25% or more of duties)
- **Integrated Task and KSA Standards**: DHS HSAC Mission-Critical Tasks and NICE 2.0 (Draft) Framework Tasks and Knowledge, Skills, and Abilities (KSAs); OPM MOSAIC KSAs
- **Customization**: Editable text (templates or output) and can customize towards organization-specific requirements without tech support.
- **Security**: Processed through Agency's normal security process for Excel-based VB macro worksheets. Digitally signed by the program author.

The screenshot displays the 'CMSI Push-Button PD Tool (National Version)' interface. The main window title is 'DHS CyberSkills Management Support Initiative (CMSI) Push Button Position Description (PD)'. The current step is 'STEP 3.c : NICE 2.0 Framework Tasks'. Below the title bar, there are buttons for 'POP UP', 'START OVER (CLEAR ALL)', and 'CLOSE'. The main content area contains a grid of task selection buttons, each with a number and a description. The tasks are:

11 AI-Source Intelligence	21 Digital Forensics	31 Collection Operations	41 Customer Svc & Tech Spt	51 END Analysis	61 Risk Management	71 Trng, Edu and Awareness
12 Exploitation Analysis	22 Investigation	32 Cyber Operations	42 Data Administration	52 END Infr. Spt	62 Secure Software Eng	72 ISSI
13 Targets		33 Cyber Ops Planning	43 Knowledge Management	53 Incident Response	63 System Development	73 Legal Advice and Advocacy
14 Threat Analysis			44 Network Services	54 Vuln Assmt & Mgmt	64 SpA Res Planning	74 Sec Prog Management
			45 System Administration		65 Systems Security Arch	75 Strat Plan and Policy Dev
			46 Systems Sec Analysis		66 Technology Research & Dev	
					67 Test and Evaluation	81 Secure Acquisition

Below the grid, there is a 'DATA SOURCE' section indicating 'NICE Framework as of July 2015'. At the bottom, there are navigation buttons for 'HELP STEPS 1 & 2', 'HELP STEPS 3 & 4', 'SELECTIVE PLACEMENT FACTOR (OPTIONAL)', 'HELP 5: (Repeat if 1 - 4 change)', 'HELP STEP 6', and 'HELP STEP 7'. The 'HELP STEP 7' button is further divided into 'STEP 7A: DRAFT PD', 'STEP 7B: HR FORMS', and 'STEP 7C: HR FORMS'.

NICE TASK TAB