

JOB INFORMATION

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| Job Code | EE48 |
| Job Description Title | Facility Security Officer_HU Campus |
| Pay Grade | H35 |
| Range Minimum | \$110,200 |
| 33rd % | \$134,440 |
| Range Midpoint | \$146,560 |
| 67th % | \$158,680 |
| Range Maximum | \$182,930 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 170 Senior VP Research Econ Development |
| Approved Date: | 8/13/2024 4:14:08 PM |

JOB FAMILY AND FUNCTION

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|---------------|---------------------------|
| Job Family: | Legal, Compliance & Audit |
| Job Function: | Research Security |

JOB SUMMARY

The Facility Security Officer (FSO) reports to the Chief Research Security Officer. The FSO provides management of the university's classified research portfolio and leads the protection efforts against malign foreign influence targeting the university's research programs. Serves as the Facility Security Officer (FSO), Contract Special Security Officer (CSSO), University Key Management Personnel (KMP), and Insider Threat Working Group member.

RESPONSIBILITIES

- Manages the classified security program to ensure compliance with federal security regulations as well as contractual agreements regarding the protection of classified information. Ensures full compliance with the National Industrial Security Program Operating Manual (NISPOM); Intelligence Community Directives (ICD); counterintelligence (CI) and cybersecurity laws; and policies and regulations.
- Serves as a Subject Matter Expert (SME) in consulting university leadership, faculty, staff, and students in the realms of classified operations and foreign influence inquiries. Collaborates with law enforcement and other government agencies on confidential and sensitive security issues as necessary.
- Educates and informs senior administrators, faculty, staff and students on their obligations for the protection and safeguarding of classified information through various forms of presentations, briefings or internal assessments.
- Interprets and implements extensive government classified security regulations in support of the US government funded research program for Auburn University. Develops key processes and procedures to ensure the overall success and compliance of the research program through reporting, auditing, training and other means of accountability.
- Coordinates with the Office of Sponsored Programs (OSP) and the Huntsville campus within the university assessing proposals, agreements, and contracts to determine if classified information requirements are present.
- Conducts risk assessments on international agreements, potential university-sponsored visa personnel and foreign national employee applicants to determine if possible/known malign foreign influence is a factor.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-------------------|--|-----|---------------------|---|----|
| Master's Degree | No specific discipline required. Cyber, Information Security, Engineering, Legal, International Studies, or related field is desired. | and | 8 years of | Direct relevant experience in intelligence, counterintelligence or information security; eight (8) yrs. experience must be in management, training, compliance and protection of US Government-controlled information. Experience must show progressively increasing levels of responsibility and accountability. | Or |
| Bachelor's Degree | No specific discipline required. Cyber, Information Security, Engineering, Legal, International Studies, or related field is desired. | and | 10 years of | Direct relevant experience in intelligence, counterintelligence or information security; ten (10) yrs. experience must be in management, training, compliance and protection of US Government-controlled information. Experience must show progressively increasing levels of responsibility and accountability. | Or |
| High School | No specific discipline required. Cyber, Information Security, Engineering, Legal, International Studies, or related field is desired. | and | 12 years of | Direct relevant experience in intelligence, counterintelligence or information security; twelve (12) yrs. experience must be in management, training, compliance and protection of US Government-controlled information. Experience must show progressively increasing levels of responsibility and accountability. | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Advanced knowledge and advanced understanding of US government security regulations and intelligence/counterintelligence operations to include the implementation and management of compliance processes, procedures, and best practices. | |
| Advanced written and verbal communication skills and the ability to present effectively to small and large audience of varying experience and operational backgrounds. | |
| Strong relationship building and negotiation skills. | |
| Demonstrated ability to identify problems, analyze courses of action and implement solutions. | |
| Demonstrated ability to expertly handle sensitive discussions with discretion, strong personal ethics commitment and sound judgment. | |
| Consistently models high standards of honesty, openness, and respect for the individual. | |
| Demonstrated ability to mentor and lead Research Security Compliance personnel. | |
| Experience working in an organization with integrated, cross-functional work teams is necessary. | |
| Demonstrated effectiveness in a operational environment with concurrent tasks and changing priorities and resources. | |
| Ability to conduct comprehensive risk assessments and identify security vulnerabilities related to information security, personnel security and physical security protocols. | |

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------|---|------------|------------------|-----|
| | Must be a U.S. citizen with a current U.S. government Top Secret security clearance or have a current U.S. government Secret security clearance with the ability to obtain a U.S. government Top Secret security clearance. | Upon Hire | Required | And |
| | Completion of Defense Counterintelligence and Security Agencies Facility Security Officers Course for Possessing Facilities. | Upon Hire | Required | |

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Security Clearance

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | X | | | | | |
| Climbing | | | X | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | X | | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | X | | | |
| Eye/Hand/Foot Coordination | | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Vision Requirements:

Ability to see information in print and/or electronically.