AUBURN
Human Resources

JOB INFORMATION

Job Code	HC87
Job Description Title	Spec, Rsrch Security Programs
Pay Grade	LC08
Range Minimum	$48,520
33rd %	$58,220
Range Midpoint	$63,070
67th %	$67,930
Range Maximum	$77,630
Exemption Status	Exempt
Approved Date:	5/25/2021 4:54:39 PM
Legacy Date Last Edited	3/9/2021

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Responsible for maintaining the administration and training of the University research security program. Functions include the processing of personnel security clearances via the Electronic Questionnaires for Investigations Processing (e-QIP) system, record maintenance, understanding of all Intelligence Community and US Department Defense security requirements, administering security awareness training programs and preparing visit requests.

RESPONSIBILITIES

- Initiates, prepares, and submits required personnel security applications (initials, upgrades and periodic re-investigations) for access to National Security Information and Intelligence Community Programs to include Electronic Questionnaires for Investigations Processing (eQIP), Questionnaires for National Security Positions (SF86), Questionnaire for Public Trust Positions (SF85P) and other federal agency required paperwork.

- Performs background checks for incoming foreign nationals and foreign visitors. Determines if foreign nationals will have access to export controlled technology or subject to a US government denied entity list while they are participating in Auburn University sponsored programs or programs located in Auburn University facilities.

- Processes incoming and outgoing visit requests by utilizing authorized databases to verify clearance levels.

- Educates and informs staff, faculty, and students on their security obligations for the protection and safeguarding of classified and export controlled technology through various forms of presentations, briefings, or inspections on a consistent basis.

- Supports AU personnel security mission to include daily database interactions, including but not limited to: status checks in the Joint Personnel Adjudication System (JPAS); monitoring and queries associated with ensuring our cleared personnel databases are in sync with current employee status; notifications to newly cleared personnel; maintaining updated personnel security and suitability records, outgoing clearance certifications for classified visits; maintaining accurate and up-to-date records within internal database.

- Develops processes and procedures to conduct foreign travel briefings and debriefings and maintains a record of foreign travel for all cleared employees.

- Serves as the system administrator for authorized security databases used for the accountability and management of numerous security programs and other related information.

- Creates and maintains security files in accordance with federal operating standards and guidelines.

- Collects electronic and paper fingerprints of individuals that require a security clearance or working in sensitive control areas and submits to appropriate government agencies.

- Assists with self-inspections of compliance programs and maintains files, documents, and databases for annual inspections performed by government agencies.

SUPERVISORY RESPONSIBILITIES

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

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 to 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	
Some college; vocational or Associate's Degree	Degree in Business Administration, Political Science, Business Law, Psychology, Sociology, or related field.	And	2 years of	Experience in government Industrial and Information Security Programs, Contracts and Grants, or paralegal training. Experience shows progressively increasing levels of responsibility and accountability.	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	
Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental procedures in governmental security programs.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Must be a U.S. Citizen and able to obtain a Top Secret Security Clearance.	Upon Hire	Required	

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					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.