

Security Management

Develops and administers security programs and procedures for classified or proprietary materials, documents, and equipment. Studies and implements federal security regulations that apply to company operations. Obtains rulings, interpretations, and acceptable deviations for compliance with regulations from government agencies. Prepares manuals outlining regulations, and establishes procedures for handling, storing, and keeping records, and for granting personnel and visitors access to restricted records and materials. Conducts security education classes and security audits. Investigates security violations and prepares reports specifying preventive action to be taken. Provides guidance and direction to all Security personnel at all locations. Provides security-related guidance to all levels of employees. Ensures that the entire division is in full compliance with DOD Security Regulations and other customer specific security requirements. Initiates, plans, evaluates, develops and directs the Security functions, operations, programs and policies of all security programs. Manages the Security function and ensures compliance with security regulations for all classified programs at all facilities.

	Level 1	Level 2	Level 3	Level 4	Level 5
	Supervisor, Security	Associate Manager, Security	Manager, Security	Sr. Manager, Security	Director, Security
Management Role	Limited use and/or application of basic principles, theories, and concepts. Limited knowledge of industry practices and standards.	Frequent use and application of general knowledge of industry practices, techniques, standards, principles, theories, concepts and techniques. Possesses developed analytical and writing skills.	Complete understanding and wide application of principles, theories, concepts, standards and practices in the field. General knowledge of other related disciplines. Possesses developed analytical and writing skills.	Contributes to the development of new concepts, techniques and standards. Considered expert in field within the organization. Has detailed knowledge of other related disciplines. Possesses developed analytical and writing skills. Analyzes data for trends.	Directs through lower management levels. Has responsibility for managing a function that includes multiple, related departments.
Policy and Strategy	Solves routine problems of limited scope and complexity by following established policies, standardized practices and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.	Develop solutions to a variety of difficult problems. May refer to established precedents and policies. Solutions are imaginative, thorough, practicable, and consistent with organization objectives.	Develop solutions to problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.	Establishes policies appropriate for the function. Interprets and recommends modifications to company-wide policies and practices.
Freedom to Act	Develops solutions to a variety of difficult problems. May refer to established precedents and policies. Solutions are imaginative, thorough, practicable, and consistent with organization objectives.	Develops solutions to a variety of difficult problems, including those requiring the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives and government regulations.	Develops solutions to a variety of difficult problems, including those that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives and government regulations. Failure to satisfactorily perform this job may result in the loss of government contracts involving classified materials or the loss of the facility security clearance.	Develops solutions to a variety of difficult problems, including those that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives and government regulations. Failure to satisfactorily perform this job may result in the loss of government contracts involving classified materials or the loss of the facility security clearance.	Objectives are defined in collaboration with senior management and results assessed from a relatively long-term perspective.
Impact	Plans and conducts assignments, directs others, generally involved in more than one project. Errors in judgment or failure to achieve results would typically result in the expenditure of company resources and serious program delays. Failure to satisfactorily perform this job may result in the loss of government contracts involving classified materials or the loss of the facility security clearance.	Plans and conducts assignments, directs others, generally involved in more than one project. Errors in judgment or failure to achieve results would typically result in the expenditure of company resources and serious program delays. Failure to satisfactorily perform this job may result in the loss of government contracts involving classified materials or the loss of the facility security clearance.	Plans and conducts assignments, directs others, generally involved in more than one project. Errors in judgment or failure to achieve results would typically result in the expenditure of company resources and serious program delays.	Plans and conducts assignments, directs others, generally involving more than one project. Errors in judgment or failure to achieve results would typically result in the expenditure of company resources and result in serious program delays.	Decisions have a serious impact on the overall success or failure of area of accountability. Erroneous decisions or recommendations may cause critical delays or modifications to company projects or operations causing substantial expenditure of time, human resources, and funds.

Level 1		Level 2	Level 3	Level 4	Level 5
Supervisor, Security		Associate Manager, Security	Manager, Security	Sr. Manager, Security	Director, Security
Liaison	Internal contact with all employees and levels of management. Externally deals with government security inspectors, representatives, and visitors. Represents organization or location as the prime security contact. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations and headquarter's security personnel.	Internal contact with all employees and levels of management. Externally deals with government security inspectors, representatives, and visitors. Represents organization or location as the prime security contact. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations and headquarter's security personnel.	Internal contact with all employees and levels of management. Externally deals with government security inspectors, representatives, and visitors. Represents organization or location as the prime security contact. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations and headquarter's security personnel.	Internal contact with all employees and levels of management. Externally deals with government security inspectors, representatives, and visitors. Represents organization or location as the prime security contact. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations and headquarter's security personnel.	Interacts with senior management, and others concerning matters of significance to the company. Conducts business and technical briefings for senior and top management and for external representatives.