

# Security Representative

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. Responsible to HQ Security Management to direct security measures necessary for implementing the National Industrial Security Program Operating Manual (NISPOM) and related Federal requirements for safeguarding classified information release during all phases of contracting, licensing and granting process, including bidding, negotiation, award, performance and termination. Responsible for the generation, implementation, and administration of all security policies, procedures and security functions for all pertinent Special Access Programs and DoD Collateral Programs, as assigned, to ensure compliance with applicable laws, Government regulations, customer requirements and company policies within assigned location. Maintains up-to-date knowledge of applicable regulatory requirements through training and research.

Level 1		Level 2		Level 3		Level 4	
Security Representative I		Security Representative II		Security Representative III		Sr. Security Representative	
Knowledge	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.	
Problem Solving	Solves routine problems of limited scope and complexity 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.		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 problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.	
Discretion/Latitude	Work is closely supervised. Follows specific, detailed instructions and/or guidance from more senior functional staff.	Works under general supervision. Follows established procedures. Work is reviewed for soundness of judgment, overall adequacy and accuracy.		Works under only general direction. Exercises some latitude in determining objectives and approaches to assignments. Completed work is reviewed for desired results.		Work is performed without appreciable direction. Exercises significant latitude in planning, scheduling and arranging own activities in accomplishing objectives. Independently determines and develops approach to solutions. Work is reviewed for desired results.	
Impact	Contributes to the completion of routine task-related activities. 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.	Contributes to the completion of milestones associated with specific projects. Failure to achieve results, and/or erroneous decisions or recommendations may cause delays in program schedules and may result in the allocation of additional resources. 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.		Contributes to the completion of specific programs and projects. Exerts some influence on the overall objectives and long-range goals of the organization. Failure to obtain results, and/or erroneous decisions or recommendations would typically result in serious program delays and considerable expenditure of resources. 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, generally involving more than one project. Errors in judgment and/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.	

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Security Representative I		Security Representative II		Security Representative III		Sr. Security Representative	
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.	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.
Education and Experience	3+ years of directly related experience with Bachelor's Degree, emphasis on Security Administration/Criminal Justice. Specialized Government training in security policy generation and implementation, analytical risk management, and information system security management preferred.	5+ years of directly related experience with Bachelor's Degree, emphasis on Security Administration/Criminal Justice. Specialized Government training in security policy generation and implementation, analytical risk management, and information system security management preferred.	5+ years of directly related experience with Bachelor's Degree, emphasis on Security Administration/Criminal Justice. Specialized Government training in security policy generation and implementation, analytical risk management, and information system security management preferred.	8+ years of directly related experience with Bachelor's Degree, emphasis on Security Administration/Criminal Justice. Specialized Government training in security policy generation and implementation, analytical risk management, and information system security management preferred.	8+ years of directly related experience with Bachelor's Degree, emphasis on Security Administration/Criminal Justice. Specialized Government training in security policy generation and implementation, analytical risk management, and information system security management preferred.	10+ years of directly related experience w/Bachelor's Degree, emphasis on Security Administration/Criminal Justice. Specialized Government training in security policy generation and implementation, analytical risk management, and information system security management, preferred.	10+ years of directly related experience w/Bachelor's Degree, emphasis on Security Administration/Criminal Justice. Specialized Government training in security policy generation and implementation, analytical risk management, and information system security management, preferred.