DEPUTY ASSISTANT ADMINISTRATOR, REQUIREMENTS & CAPABILITIES ANALYSIS

OCCUPATIONAL SERIES: 0340
FIELD/HQ: HQ
PAY BAND: TSES
PILLAR: Enterprise Support

JOB OVERVIEW

Leads agency efforts to assess, analyze, and identify capability needs and gaps, conducts risk and systems assessments to evaluate operational baseline performance and determine changes needed to close capability gaps, and develops and demonstrates capability solutions.

JOB RESPONSIBILITIES

- Establishes requirements and provides capability recommendations and solutions for surface and aviation transportation venues by evaluating existing security technologies and processes to meet mission needs.
- Improves transportation system effectiveness by developing requirements, designing and analyzing systems, identifying and demonstrating capability solutions, and transitioning solutions for implementation.
- Develops strategic roadmaps to support implementation of an integrated security architecture across capability areas.
- Integrates and prioritizes TSA's Research and Development (R&D) requirements and serves as liaison to DHS Science and Technology Directorate to ensure R&D investments remain aligned with capability gaps.
- Serves as alternate Component Requirements Executive (CRE) as well as the alternate Lead Business Authority (LBA) for the agency.
- Develops policies, procedures, practices, and benchmarks which may result in program-wide achievements and stakeholder cooperation.
- Leads the Innovation Task Force and Surface Technology testbed efforts to conduct pilot activities necessary to refine operational requirements and concepts of operations.
- Advises on technologies relevant to the TSA mission through ongoing innovation and technology scouting.
- Monitors organizational health through employee advisory feedback mechanisms.
- Leads diverse group of professionals to provide analysis and information that guides key decisions across TSA.

JOB SKILLS

- Delivers innovative products and services by evaluating emerging requirements and infusing new technology to modernize programs.
- Collaborates with senior leaders and industry stakeholders in the development of security technology requirements and capabilities.
- Mitigates threats to transportation systems by conducting risk assessments, developing risk assessment policy, and prioritizing security measures requirements and capabilities.

PROFESSIONAL TECHNICAL QUALIFICATIONS (PTQ)

The application process used to recruit for the position is RESUME-BASED. Each PTQ AND ECQ must be CLEARLY ADDRESSED in your resume.

- Experience leading a security knowledge services organization in the efficient delivery of a broad array of new innovative products and services to customers.

- Experience in collaborating and communicating with senior leaders, industry, and stakeholders in the development of security technology requirements and capabilities.

- Experience identifying the organizational impact of matters related to new or modified emerging requirements and infusing new technology to modernize programs.

- Experience evaluating and articulating business and operational requirements.

EXECUTIVE CORE QUALIFICATIONS(ECQ)

- **ECQ 1: Leading Change**. This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

- **ECQ 2: Leading People.** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

- **ECQ 3: Results Driven**. This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

- **ECQ 4: Business Acumen**. This core qualification involves the ability to manage human, financial, and information resources strategically.

- **ECQ 5: Building Coalitions.** This core qualification involves the ability to build coalitions internally and with other Federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.