



DEPUTY ASSISTANT ADMINISTRATOR, TRAINING & DEVELOPMENT (T&D)

OCCUPATIONAL SERIES: 0340

FIELD/HQ: HQ

PAY BAND: TSES 02

PILLAR: ENTERPRISE SUPPORT

JOB OVERVIEW

Improves the effectiveness of Training and Development (T&D) operations by reporting to the Assistant Administrator (AA) for T&D, serving as an advisor on matters relating to operational, developmental, and technical and industry training programs, and providing policy guidance on technical and leadership training and programs affecting all of TSA.

JOB RESPONSIBILITIES

- Directs agency-wide technical training functions and programs, T&D personnel, policy analyses, and risk management assessments in accordance with defined goals and objectives consistent with TSA strategic goals and objectives and requirements of the Aviation Transportation Security Act (ATSA).
- Improves training programs by creating a learning culture, evaluating program effectiveness, and incorporating innovative training practices through informal networks, on-line performance tools, observations and various assessment tools to conduct effective training.
- Provides guidance in the development of training standards and classroom execution methods for the TSA Training Academy and its associated training centers, TSA Training Center, and the Canine Training Center.
- Approves organizational changes and exercises discretionary authority to approve allocation, priority, and distribution of funds from the annual budget.
- Collaborates with Law Enforcement/Federal Air Marshal Service (LE/FAMS) to ensure Federal Air Marshals (FAMS) training needs are identified and met.
- Oversees the evolution of TSA Career Progression and develops associated training.
- Supports the T&D by advising the AA, TSA Administrator, and Deputy Administrator on training programs and initiatives and by representing TSA in partnership meetings with training institutions.
- Manages nationwide technical training functions including TSO Basic, TSS-E, FAMS, canine, Inspector Training, New Technology Training, and Leadership Training.

JOB SKILLS

- Evaluates complex training and employee development programs and other operations.
- Leads security and law enforcement training programs in a large, geographically dispersed organization.
- Oversees subordinate organizational components to ensure consistency and coordination of policies and programs needed to accomplish TSA's mission.

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.



- Demonstrate experience leading security and law enforcement training programs in a large, geographically dispersed organization.
- Maintain expert knowledge of technical and leadership training, as well as other initiatives to design, develop, deliver, and evaluate training programs that find innovative and effective solutions to complex issues.
- Apply expert knowledge to address training and development challenges, while supporting the needs of a diverse and dispersed workforce.
- Demonstrate experience evaluating complex training and employee development programs and other operations across the agency.

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.