



EXECUTIVE DIRECTOR, COORDINATION & ANALYSIS

OCCUPATIONAL SERIES: 1801

FIELD/HQ: HQ

PAY BAND: TSES 02

PILLAR: Operations Support

JOB OVERVIEW

Directs the Coordination and Analysis Division (CAD) by overseeing and enhancing the development and delivery of transportation security policies and regulations; analyzing the economic impact of proposed transportation security regulations, policies, and TSA enterprise activities; providing transportation security sector training, exercise, and information sharing capability; developing and maintaining TSA's critical incident planning and management structure, incident management training and exercise program, and continuity of operations structure; and developing professional networks and resolving complex transportation security issues.

JOB RESPONSIBILITIES

- Manages and provides leadership in setting direction for subordinate CAD components, transportation sector security training and exercise support resources, and delivering operational resilience through all-hazards incident plans, training, and exercise programs.
- Improves security policies by extending policy efficiency processes to TSA policy lifecycle and development, reducing policy defects and alternatives, conducting economic impact analysis, and coordinating interagency policy communications.
- Testifies and briefs Congressional staff on issues including regulatory and policy economic analysis, transportation security policy and correspondence coordination, I-STEP program, and TSA's operational response plans, incident management framework, and continuity programs.

JOB SKILLS

- Directs the development and governance of the transportation security policy process and related tracking and records management systems.
- Directs the cross-organizational communication and clearance activities related to transportation security policy, GAO/OIG audits, Congressional inquiries, and TSA-wide initiatives and activities.
- Builds and maintains transportation stakeholder coalitions to improve sector security. Directs intelligence-driven, risk-based transportation sector analysis, training, and exercise activities through the Intermodal Security Training and Exercise Program (I-STEP) and Exercise Information System (EXIS®) and database.
- Applies matrixed organizational principles to enhance the operational resilience and incident management capabilities of TSA while enhancing inter-governmental/inter-departmental command, control, and communication.

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.



- Expert knowledge of transportation security laws, regulations, policies, and/or principles sufficient to develop and implement programs in support of transportation stakeholder/partner networks
- Demonstrated skill in directing, planning, organizing and coordinating complex security information gathering and dissemination activities and policy development and implementation within a multi-layered and diverse organization.
- Expert knowledge of policy development process discipline through planning and coordinating policy.
- Expert knowledge of the National Response Framework, Emergency Preparedness, Incident Management and Federal continuity 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.