

Obtained by Judicial Watch, Inc. Via FOIA

RELEASE IN PART
B6

REVIEW AUTHORITY: Barbara Nielsen, Senior Reviewer

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
E-10562

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field		4. Employing Office Location S		5. Duty Station WASHINGTON, D.C.		6. OPM Certification No.	
Explanation (Show any positions replaced)				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
				10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	
13. Competitive Level Code		14. Agency Use							

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date (mm-dd-yyyy)
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment	Senior Advisor	ED	130	15	pc	4/4/12
c. Second Level Review						
d. First Level Review						


a. Recommended by Supervisor or Initiating Office	SENIOR ADVISOR (Expert-SGE)	EF	130	15	pc	03-20-2012
---	------------------------------------	-----------	------------	-----------	-----------	-------------------

16. Organizational Title of Position (if different from official title) 010101	17. Name of Employee (if vacant, specify) HUMA M. ABEDIN
--	--

18. Department, Agency, or Establishment DEPARTMENT OF STATE	c. Third Subdivision
a. First Subdivision OFFICE OF THE SECRETARY	d. Fourth Subdivision
b. Second Subdivision	e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)	Date (mm-dd-yyyy)
--	----------------------------------	-------------------

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and is organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for salary purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor HILLARY RODHAM CLINTON SECRETARY OF STATE	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature 	Signature
Date (mm-dd-yyyy) 3/23/12	Date (mm-dd-yyyy)

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	22. Position Classification Standards Used in Classifying Grading Position GS-0130 Series Definition Policy Analysis Grade Evaluation Guide TS-SR MARCH 1981
--	--

Typed Name and Title of Official Taking Action PAUL GILMORE CHIEF, HR SHARED SERVICES	
Signature	Date (mm-dd-yyyy) 4/4/12

23. Position Review	Initials	Date (mm-dd-yyyy)	Initials	Date (mm-dd-yyyy)	Initials	Date (mm-dd-yyyy)	Initials	Date (mm-dd-yyyy)	Initials	Date (mm-dd-yyyy)
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
This is a Temporary Excepted Service position which does not confer competitive status. The incumbent serves as a Senior Advisor, Expert-Special Government Employee (SGE), at the pleasure of the Secretary and may be terminated at any time.

B6

Obtained by Judicial Watch, Inc. Via FOIA

REVIEW AUTHORITY: Barbara Nielsen, Senior				RELEASE IN PART			
Reviewer POSITION DESCRIPTION (Please Read Instructions on the Back)				B6		1. Agency Position No. D-10006	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field		4. Employing Office Location S		5. Duty Station WASHINGTON, D.C.	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest		6. OPM Certification No.	
		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input checked="" type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code	
a. U.S. Office of Personnel Management							
b. Department, Agency or Establishment		Senior Advisor		ED		130 15	
c. Second Level Review							
d. First Level Review							
e. Recommended by Supervisor or Initiating Office		SENIOR ADVISOR (Expert-SGE)		EF		130 15 pc 03-20-2012	
16. Organizational Title of Position (if different from official title) 010101				17. Name of Employee (if vacant, specify) HUMA M. ABEDIN			
18. Department, Agency, or Establishment DEPARTMENT OF STATE				c. Third Subdivision			
a. First Subdivision OFFICE OF THE SECRETARY				d. Fourth Subdivision			
b. Second Subdivision				e. Fifth Subdivision			
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)		Date (mm-dd-yyyy)	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the				knowledge that this information is to be used for salutary purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor HILLARY RODHAM CLINTON SECRETARY OF STATE				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature		Date (mm-dd-yyyy)		Signature		Date (mm-dd-yyyy)	
		3/23/12					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying Grading Position GS-0130 Series Definition Policy Analysis Grade Evaluation Guide TS-SR MARCH 1981			
Typed Name and Title of Official Taking Action PAUL GILMORE CHIEF, HR SHARED SERVICES				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature		Date (mm-dd-yyyy)					
		4/4/12					
23. Position Review		Initials		Date (mm-dd-yyyy)		Initials	
a. Employee (optional)							
b. Supervisor							
c. Classifier							
24. Remarks This is a Temporary Excepted Service position which does not confer competitive status. The incumbent serves as a Senior Advisor, Expert-Special Government Employee (SGE), at the pleasure of the Secretary and may be terminated at any time.							
25. Description of Major Duties and Responsibilities (See Attached)							

B6