



Social Security Administration SSA-801 - Position Description

1. Position Description #:	SZES-6442S											
2. Official Title:	DEPUTY COMMISSIONER FOR RETIREMENT AND DISABILITY POLICY											
3. Pay Plan/Series/Grade:	ES-105											
4. Organizational Title:												
5. Classified/Graded By:	BLDoyle			Date:	05/08/2008							
6. Organizational Location:	SSA, Office of Retirement and Disability Policy, Office of the Deputy Commissioner (TMA)											
7. Number of Allocations:	1											
8. Reason for Submission:	<input checked="" type="checkbox"/>	New	<input type="checkbox"/>	Redescription	<input type="checkbox"/>	Reestablished	<input type="checkbox"/>	Other				
9. Service:	<input checked="" type="checkbox"/>	Headquarters	<input type="checkbox"/>	Field								
10. Employing Office:	WOODLAWN, MD			11. Duty Station:	WOODLAWN, MD							
12. Fair Labor Standards Act:	<input checked="" type="checkbox"/>	Exempt	<input type="checkbox"/>	Non-Exempt								
13. Financial Statement Required:	<input checked="" type="checkbox"/>	Executive Personnel Financial Disclosure			<input type="checkbox"/>	Employment and Financial Interests						
14. Position Status:	<input type="checkbox"/>	Competitive	<input type="checkbox"/>	Excepted (Specify in Remarks)	<input checked="" type="checkbox"/>	SES (Gen)	<input type="checkbox"/>	SES (CR)				
16 Supervisory/Leader Status:	<input checked="" type="checkbox"/>	Supervisory	<input type="checkbox"/>	Non-Supervisory	<input type="checkbox"/>	Team Leader	<input type="checkbox"/>	Work Leader				
17. Sensitivity:	<input type="checkbox"/>	Non Sensitive/ Low Risk	<input type="checkbox"/>	NonCritical Sensitive	<input checked="" type="checkbox"/>	Critical Sensitive	<input type="checkbox"/>	Special	<input type="checkbox"/>	Moderate Risk	<input type="checkbox"/>	High Risk
	<input type="checkbox"/>	1C AIS	<input type="checkbox"/>	2C AIS	<input type="checkbox"/>	3C AIS	<input type="checkbox"/>	4C AIS	<input type="checkbox"/>	5C AIS	<input type="checkbox"/>	6C AIS
18. Competitive Level:												
19. Supervisor 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 statutory purposes relating to appointment and payment of public funds, and that the false or misleading statements may constitute violations of such statutes or their implementing regulations. REQUIRED					Typed Name/Title of Immediate Supervisor: Michael J. Astrue, Commissioner of Social Security Signature of Immediate Supervisor and Date: /s/ Michael J. Astrue 05/08/2008							
20. Higher Level Management Concurrence (Optional)					Typed Name/Title of Higher Level Manager: Signature of Higher Level Manager and Date:							
21. Allocation Certification I certify that each incumbent will perform the grade controlling duties and responsibilities of this position for a substantial amount of time (i.e., 25% or more). REQUIRED for Non-Supervisory GS-14 & Below					Typed Name/Title of Delegated Authorizing Official for Non-Supervisory GS-14 and Below: Signature of Delegated Authorizing Official and Date							
22. 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 Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards and authorize establishment of the position..												
Typed Name/Title of Official Taking Action:					Signature of Official Taking Action and Date:							
23. Typed Name/Title of Delegated Official for GS-15/ SES: Reginald F. Wells, Deputy Commissioner for Human Resources					Signature of Delegated Authorizing Official for GS-15/SES and Date: /s/ Reginald F. Wells 05/08/2008							
24. Standards and information on application are available in the personnel office. Position Classification Standards used in Classifying/Grading Position:												
25. Remarks: Per 02/08/08 COSS ANNCMT -DISP/OP MERGER RECERTIFIED 4/2017												
26. Description of Major Duties and Responsibilities (See Attached)												

DEPUTY COMMISSIONER RETIREMENT AND DISABILITY POLICY

The Deputy Commissioner for Retirement and Disability Policy is a key Agency official who reports directly to the Commissioner of Social Security and is accountable for carrying out and managing major phases of Social Security Administration programs. The Deputy Commissioner is the principal advisor to the Commissioner on major operating policy and policy development issues. The incumbent provides executive leadership and direction in the planning, development, issuance and evaluation of the Agency's retirement and survivors, disability and supplemental security income policy and research agendas and long-term disability initiatives. In addition, the incumbent is responsible for major activities in the areas of strategic policy planning, policy research and evaluation, social behavioral and economic analysis. Oversight responsibilities also include setting the direction for the conduct of studies and development of recommendations on broad income maintenance, poverty and inter-related social insurance issues; broad research and statistical programs; development of a research agenda that provides recommendations on social insurance/social welfare programs; and evaluation of the effectiveness of national policies in meeting both short- and long-term program goals.

As necessary, leads development and implementation of critical infrastructure protection, security measures and other controls to prepare for and mitigate negative consequences.

The incumbent is responsible for furthering equal employment opportunities by demonstrating fairness in making selections, encouragement and recognition of employee achievements, fair treatment of all employees and sensitivity to the developmental needs of all employees, including minority groups and women.

SSA POSITION RISK DESIGNATION CHECKLIST

CHECKLIST REVISED 07/2004

Position: Deputy Commissioner for Retirement and Disability Policy

➔ **NATIONAL SECURITY POSITIONS** -Efficiency of Service

Location: Office of Retirement and Disability Policy, Ofc of Deputy Commissioner

Level 4 - SPECIAL SENSITIVE POSITIONS

These positions have potential for **EXCEPTIONALLY GRAVE DAMAGE** to the national security.

- Commissioner of SSA
- Any position which the Commissioner determines to be in a level higher than Critical Sensitive.
- Positions which require access to intelligence-related "Specially Sensitive" information.

Level 4C - SPECIAL SENSITIVE Automated Information Systems (AIS)

These positions have potential for **EXCEPTIONALLY GRAVE DAMAGE to an AIS.**

- Positions identified as Level 4 above and which are AIS related.

Level 3 - CRITICAL SENSITIVE POSITIONS

These positions have potential for **EXCEPTIONALLY GRAVE DAMAGE** to national security.

- Positions which require access to TOP SECRET and/or SECRET information.
- Positions in which incumbent develops or approves classified plans for the continuity of operations by SSA organizations under national emergency circumstances in conjunction with the accomplishment of SSA emergency management preparedness functions.
- Positions which involve personnel security investigative duties, the issuance of personnel security clearances, duty on personnel security boards or reviewing OPM, FBI, or other investigative agencies' reports of investigation for the purpose of adjudicating any unfavorable information or recommending or approving suitability and/or security determinations when classified information is involved.
- Positions with special investigative, criminal justice or foreign/domestic intelligence duties.

LEVEL 3C- CRITICAL SENSITIVE Automated Information System (AIS)

Positions have potential for **EXCEPTIONALLY GRAVE DAMAGE to an AIS.**

- Positions identified as Level 3 above and which are AIS related.

Level 2 - NONCRITICAL SENSITIVE POSITION

These positions have the potential for **SERIOUS DAMAGE** to national security.

- Positions which require access to SECRET and/or CONFIDENTIAL classified information.
- Positions in which incumbent has been appointed to the SSA Emergency Management teams.

Level 2C -NONCRITICAL SENSITIVE Automated Information System (AIS)

These position have potential for **SERIOUS DAMAGE** to an AIS.

- Positions identified as Level 2 above and which are AIS related.

Remarks:

/s/ Exec & Special Services Staff

Manager's Signature Date

Reviewed By Security Staff Date

Form: http://co.ba.ssa.gov/ope/ccom/forms/sensitivity_stmnt_natl_security.doc

Guidance: http://co.ba.ssa.gov/ope/ccom/position_sensitivity_mgrs.htm

