

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> Mexico City	<b>2. AGENCY</b> Treasury	<b>3a. POSITION NO.</b> 312801 A76-001
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**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**     Yes     No

**4. REASON FOR SUBMISSION**

- a. Reclassification of duties: This position replaces Position No. \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)
- b. New Position
- c. Other (explain) \_\_\_\_\_

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Econ Specialist, 1505	FSN-10		
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> Economic Specialist	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> Treasury Attache	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  _____ Typed Name and Signature of Employee                      Date(mm-dd-yy)	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  _____ Typed Name and Signature of Local Supervisor                      Date(mm-dd-yy)
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<b>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</b>  _____ Typed Name and Signature of American Supervisor                      Date(mm-dd-yy)	<b>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>  _____ Typed Name and Signature of Human Resources Officer                      Date(mm-dd-yy)
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**13. BASIC FUNCTION OF POSITION** A policy analyst and advisor to the Treasury Attache, the employee builds contacts, performs analysis and reporting, and provides advice and consultation on all aspects of Mexico's economic sector. The employee will develop strong and senior-level contacts in the government, private sector, and academia in order to have first-hand knowledge of economic issues. The employee will develop expertise on a portfolio of economic issues so as to provide accurate and complete analysis and advice to U.S. government officials. In all aspects of his/her work, the employee will protect sensitive U.S. interests and will represent U.S. positions with professional integrity.

**14. MAJOR DUTIES AND RESPONSIBILITIES** **100 % OF TIME**  
 The employee helps manage and report on a complex portfolio that covers all aspects of Mexico's economic sector. The portfolios covered by the Treasury Attache include: Macroeconomic analysis, Transparency and Anti-Corruption, Micro- and Small- to Medium-Enterprises and Development Policy Tools, Fiscal Policy, Budget, Banking, Finance, Money Laundering, Trade, Energy, Labor, Statistical Analysis, and Sector Analysis (Tourism, Autos, Mining, Investment, Maquilas, Infrastructure, etc). The employee will be asked to take the lead on many of these portfolios and will develop expertise on these portfolios so as to provide accurate and complete analysis and advice to the Treasury Attache, and even the Deputy Chief of Mission and Ambassador.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- a. Education:  
Bachelor's degree in Economics, Business Administration, International Affairs, or Law is required.
- b. Prior Work Experience:  
Five (5) years working in economics or a related field such as: the financial sector, consulting, law, academia, research and analysis, government affairs and/or technical writing.
- c. Post Entry Training:  
The incumbent will be required to attend the Foreign Service Institute's course PE 220 - Foreign Service National Economic Training within five (5) years of entry on duty. Subject to budgetary constraints, the incumbent may have the opportunity to participate in other Foreign Service Institute courses (in person or virtually), on writing, communication skills, computer/software skills, leadership skills, and other topics relevant to the position.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):  
Spanish Level IV (sp/read)  
English Level IV (sp/read)
- e. Job Knowledge:  
Expert knowledge of Mexican culture, economy, government and institutions is required.
- f. Skills, and Abilities:  
The incumbent must have strong written and oral communication skills in both English and Spanish. S/he must have good judgment, be a strong team player, and be willing to perform routine administrative tasks in addition to complex reporting, analysis, and advising. S/he must have working knowledge of Microsoft software, including Word, Excel, and Powerpoint. S/he must be available to travel regularly throughout Mexico and the United States. Must be able to type 40 wpm

**16. POSITION ELEMENTS:**

- a. Supervision Received:  
The Treasury Attache will be the direct supervisor and reviewer.
- b. Supervision Exercised:  
None.
- c. Available Guidelines:  
The Foreign Affairs Manual, Foreign Affairs Handbook, and Post Employee Handbook.
- d. Exercise of Judgment:  
Given the significant security challenges, the incumbent must be able to determine the amount and detail of information to be shared with host government contact to properly convey U.S. positions, but protect U.S. sensitivities. S/he will determine which information will be included in reports, presentations, and factsheets; and which economic news sources the office should subscribe to and procure.
- e. Authority to Make Commitments:  
None.
- f. Nature, Level and Purpose of Contacts:  
Will have up to highest level contacts within the Mission, the Mexican Government, the private sector, and among academia. Will gather and provide up to date information, analysis, and strategic advice on trends in the economic relationship, to include presentations and updates on legislative reforms and actions, analysis of business

developments, opportunities for U.S. companies, and news, strategic advice and insight concerning GOM actions and activities.

- g. Time Expected to Reach Full Performance Level:  
Twelve months.

## Addendum

### Item 14 (continued):

**Information Gathering:** Develops contacts at all levels of Mexican government (including the highest), civil society, the business community, and academia. Gathers and analyzes information from contacts, media sources, and official policy statements and papers. Keeps abreast of all developments in the economic relationship, but with expert focus on topics in his/her assigned portfolio. S/he should be prepared to perform analysis and provide advice on any portfolio when asked. (35%)

**Analysis and Reporting:** Draft in-depth reports, performs analysis, and provides advice to USG officials at up to the highest levels of all USG agencies, on all sectors of the economic relationship, focusing on those that have an impact on U.S. interests as well as opportunities for U.S. exporters and investors and those highlighted as central to the bilateral economic relationship. S/he will also help author a daily economic news summary report. (30%)

**Outreach and Public Diplomacy:** Represents and speaks on behalf of the U.S. Embassy at conferences, meetings, receptions, and public events. Suggests content and publishes information (from complex reporting to brief tweets and headlines) on the Economic website, social media, and in economic fact sheets. Proposes and plans roundtable discussions, official receptions, webinars, on-line chats and hangouts, and other ways of information sharing. (20%)

**Facilitation:** The employee will brief senior U.S. government, non-governmental, academic, and private sector leaders and executives on the full range of economic issues. The employee helps manage inter-agency working groups. Conducts strategic planning, and manages practical details of Embassy and senior-level USG official visits, to include conferences and meetings. The employee translates (in writing) and interprets (spoken) between Spanish and English in complex and technical terms. (15%)

In all aspects of his/her work, the employee will protect sensitive U.S. interests and will represent U.S. positions with professional integrity, even when pressed between conflicting loyalties.

**Note:** This position description in no way states or implies that these are the only duties to be performed by the incumbent. The incumbent will be required to perform other duties as assigned by the agency.