

Position Designation Record

Agency National Security Commission on Artificial Intelligence (NSCAI)
 Position Title Director, Research and Analysis
 Series and Grade/Pay GS 13
 Band
 Position Description TBD
 Number
 Designator's Name & Title Michael Gable, NSCAI Chief of Staff

National Duties	Degree of Potential for Compromise or Damage
Requires eligibility for access to classified information	<ul style="list-style-type: none"> • Position requires eligibility for access to Sensitive Compartmented Information (SCI), other intelligence-related Special Sensitive information, or involvement in Top Secret Special Access Programs) (SAP)
Developing plans or policies related to national defense or military operations	<ul style="list-style-type: none"> • Position requires eligibility for access to Sensitive Compartmented Information (SCI), other intelligence-related Special Sensitive information, or involvement in Top Secret Special Access Programs (SAP)
National security policy-making or policy-determining responsibility	<p>One or more of the following when there is the potential to cause inestimable damage to national security:</p> <ul style="list-style-type: none"> • Senior management officials for critical government programs impacting national security • Independent responsibility for national security policy-making or policy-determining • Direct involvement with diplomatic relations and negotiations, with the ability to act independently

National Duties	Degree of Potential for Compromise or Damage
	<ul style="list-style-type: none"> • Independent, agency spokesperson concerning extremely sensitive/controversial matters for critical government programs impacting national security • Independent responsibility for planning or approving continuity of government operations

Investigation	Form Required
T5	SF 86

Sensitivity	Risk Level
Special Sensitive	High Risk

Signature: _____

Date: _____

Name: _____

Research and Analysis Position Description

Duty Title: Director of Research and Analysis

The primary purpose of this position is to serve as the Director of Research and Analysis for the National Security Commission on Artificial Intelligence (NSCAI).

Overview:

The NSCAI research analyst (R&A) will support the Commission by conducting research, data collection, analysis, and writing using descriptive, qualitative, and quantitative data as it relates to the scope of the NSCAI Executive Order. The R&A will be responsible for assisting in the writing, drafting, and editing the report containing the findings and recommendations of the Commission along with any interim reports directed by the Commission. The R&A will provide the NSCAI analysis to the writer and senior writer for the policy document.

Major Responsibilities:

- Conduct research for, analyze data supporting, and write sections of the final and any interim Commission reports.
- Utilize databases, data collection systems, data analytics, and other tools in support of the final and any interim Commission reports.
- Collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- Assist in preparing reports of findings, illustrating data graphically and translating complex findings into written text.
- Works together with other NSCAI R&A's to develop, coordinate, and collaborate with the writers to develop a comprehensive final report.
- Responsible for providing NSCAI leadership status plans of action, as well as providing situational awareness on developments affecting completion of the mission, while exercising considerable autonomy in carrying out his/her duties.

NATIONAL SECURITY COMMISSION ON ARTIFICIAL INTELLIGENCE
POSITION DESCRIPTION
GENERAL COUNSEL / ATTORNEY
ARLINGTON, VA

Job Description:

The General Counsel is a member of the AI Commission's senior leadership team and provides consultation and advice to the Commissioners, Executive Director, and other AI Commission staff. The General Counsel also provides executive leadership over the day-to-day administration and operations of OGC. The General Counsel establishes OGC's program policies, objectives and priorities and develops the strategic plan for accomplishing the office's mission, including exercising the following responsibilities:

Provides legal opinions or memoranda on complex and difficult issues of law relevant to general operations, or to audits, investigations, inspections, reviews, and other issues including criminal, national security, and ethics.

Formulates and recommends positions on proposed or new legislation. Leads the AI Commission's legislative team and legislative efforts. Interacts on legislative matters with the Commissioners, Executive Director, other staff members, and Professional Staff Members. Identifies and integrates key legal issues and legislation affecting the key organization including political, economic, social, technological and administrative factors impacting on the functions and work of the AI Commission.

Serves as the Designated Ethics Official (DAEO); executes the AI Commission Ethics Program, ensuring accurate reporting of financial interests by suspense dates established in law, rule or regulations; effective annual ethics training; and timely responsive ethics advice and information to Commissioners and AI Commission employees.

Oversees the analyses and preparation of recommendations for AI Commission responses to requests under the Freedom of Information Act (FOIA), and reviews AI Commission reports for Privacy Act protected and proprietary information to clear such reports for public release.

Engages in the consultation and coordination of AI Commission investigations, to include preparing recommendations for suspensions and debarment actions by the Department against financially irresponsible parties doing business with the Department.

Engages to provide the necessary legal input on Attorney General and Congressional inquiries relating to AI Commission matters.

Participates in the overall management and supervision of the OGC; assigns special projects and work load, determines staffing requirements, and exercises executive management authority in carrying out the functions and activities of the OGC.

Qualifications:

This position requires a J.D. degree from a law school accredited by the American Bar Association. All academic degrees and coursework must be completed at a college or university that has obtained

accreditation or pre-accreditation status from an accrediting body recognized by the U.S. Department of Education. For a list of schools that meet this criteria, see www.ed.gov.

This position is equivalent to a member of the Senior Executive Service (SES).

Additional Qualifications:

Thorough knowledge of legal principles and federal law, including familiarity with the Freedom of Information Act, the Privacy Act, employment law, contract law, and federal ethics regulations.

Extensive experience analyzing complex legal issues, making statutory interpretations, and developing sound legal decisions and recommendations.

Demonstrated ability to coordinate program efforts with other internal and external offices, represent the AI Commission to key individuals and groups outside the immediate work unit, as well as serve as spokesperson for the organization.