

CAREER PATHWAY IT INVESTMENT PORTFOLIO MANAGER (804)

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1 804-IT INVESTMENT/PORTFOLIO MANAGER

1.1 WORK ROLE OVERVIEW

The table below provides an overview of various role-specific elements related to 804-IT Investment/Portfolio Manager.

Table 1. 804-IT Investment/Portfolio Manager Work Role Overview

<p>NICE Role Description</p>	<p>Manages a portfolio of IT investments that align with the overall needs of mission and enterprise priorities.</p>
<p>OPM Occupational Series</p>	<p>Personnel performing the 804-IT Investment/Portfolio Manager work role are most commonly aligned to the following Occupational Series: (Top 5 Shown)</p> <ul style="list-style-type: none"> - 2210-Information Technology – 63% - 343-Management and Program Analysis – 10% - 1102-Contracting – 5% - 301-Misc. Administration and Program – 4% - 830-Mechanical Engineering – 3%
<p>Work Role Pairings</p>	<p>Personnel performing the 804- IT Investment / Portfolio Manager work role are most commonly paired with the following complimentary Work Roles (Top 5 shown):</p> <ul style="list-style-type: none"> - 801-Program Manager – 32% - 803-Product Support Manager – 11% - 802-IT Project Manager – 11% - 805-IT Program Auditor – 8% - 641-Systems Requirements Planner – 7%
<p>Functional Titles</p>	<p>Personnel performing the 804-IT Investment/Portfolio Manager work role may unofficially or alternatively be called:</p> <ul style="list-style-type: none"> - Acquisition Initiator - Budget Analyst / Manager - Contract Specialist - Contracting Officer - Capital Planning and Investment Control (CPIC) Administrator - Financial Specialist / Manager - Investment Manager - Portfolio Manager - Procurement Analyst / Technician - Purchasing Agent

<p>Distribution of GS-Levels</p>	<p>Personnel performing the 804-IT Investment/Portfolio Manager work role are most commonly found within the following grades on the General Schedule.*</p> <ul style="list-style-type: none"> - <input type="checkbox"/> GS-5 – redacted** - <input type="checkbox"/> GS-6 – redacted** - <input type="checkbox"/> GS-7 – redacted** - <input type="checkbox"/> GS-9 – redacted** - <input checked="" type="checkbox"/> GS-11 – 5% - <input checked="" type="checkbox"/> GS-12 – 13% - <input checked="" type="checkbox"/> GS-13 – 25% - <input checked="" type="checkbox"/> GS-14 – 22% - <input checked="" type="checkbox"/> GS-15 – 17% <p>*16% of all 804s are in non-GS pay plans and excluded from this section *Percentages less than 3% have been redacted</p>
<p>On Ramps</p>	<p>The following work roles are examples of logical roles an individual may perform prior to transitioning into the 804-IT Investment/Portfolio Manager work role:</p> <ul style="list-style-type: none"> - 801-Program Manager - 802-IT Project Manager - 803-Product Support Manager - 805-IT Program Auditor
<p>Off Ramps</p>	<p>The following work roles are examples of common transitions an individual may pursue after having performed the 804-IT Investment/Portfolio Manager work role. This is not an exhaustive list, nor does it consider learning and development opportunities an individual may pursue to prepare themselves for performing alternate work roles:</p> <ul style="list-style-type: none"> - 752-Cyber Policy and Strategy Planner - 801-Program Manager - 805-IT Program Auditor - 901-Executive Cyber Leadership

1.2 CORE TASKS

The table below provides a list of tasks that represent the Core, or baseline, expectations for performance in the 804-IT Investment/ Portfolio Manager work role, as well as additional tasks that those in this role may be expected to perform.

Table 2. 804-IT Investment/Portfolio Manager Core Tasks

Task ID	Task Description	Core or Additional
T0277	Ensure that all acquisitions, procurements, and outsourcing efforts address information security requirements consistent with organization goals.	Core
T0415	Ensure that supply chain, system, network, performance, and cybersecurity requirements are included in contract language and delivered.	Core
T0220	Resolve conflicts in laws, regulations, policies, standards, or procedures.	Additional
T0223	Review or conduct audits of information (IT) programs and projects.	Additional
T0302	Develop contract language to ensure supply chain, system, network, and operational security are met.	Additional
T0377	Gather feedback on customer satisfaction and internal service performance to foster continual improvement.	Additional
T0493	Lead and oversee budget, staffing, and contracting.	Additional
T0551	Draft and publish supply chain security and risk management documents.	Additional

1.3 CORE KNOWLEDGE, SKILLS, AND ABILITIES

The table below provides a ranking of KSAs that represent the Core, or baseline, expectations for performance in the 804-IT Investment/ Portfolio Manager work role, as well as additional KSAs that those in this role may be expected to demonstrate.

Table 3. 804-IT Investment/Portfolio Manager Core KSAs

KSA ID	Description	Competency	Importance to Work Role
K0004	Knowledge of cybersecurity principles.	Information Systems/Network Security	Foundational to All Work Roles
K0001	Knowledge of computer networking concepts and protocols, and network security methodologies.	Infrastructure Design	Foundational to All Work Roles
K0003	Knowledge of national and international laws, regulations, policies, and ethics as they relate to cybersecurity.	Legal, Government, and Jurisprudence	Foundational to All Work Roles
K0002	Knowledge of risk management processes (e.g., methods for assessing and mitigating risk).	Risk Management	Foundational to All Work Roles
K0005	Knowledge of cyber threats and vulnerabilities.	Vulnerabilities Assessment	Foundational to All Work Roles
K0006	Knowledge of specific operational impacts of cybersecurity lapses.	Vulnerabilities Assessment	Foundational to All Work Roles
K0257	Knowledge of information technology (IT) acquisition/procurement requirements.	Contracting/Procurement	Core
K0126	Knowledge of secure acquisitions (e.g., relevant Contracting Officer's Technical Representative [COTR] duties, secure procurement, supply chain risk management).	Contracting/Procurement	Core
K0270	Knowledge of the acquisition/procurement life cycle process.	Contracting/Procurement	Core
K0146	Knowledge of the organization's core business/mission processes.	Organizational Awareness	Core
K0072	Knowledge of resource management principles and techniques.	Project Management	Core
S0372	Skill to translate, track, and prioritize information needs and intelligence collection requirements across the extended enterprise.	Information Management	Additional
K0120	Knowledge of how information needs and collection requirements are translated, tracked, and prioritized across the extended enterprise.	Information Management	Additional

KSA ID	Description	Competency	Importance to Work Role
K0154	Knowledge of supply chain risk management standards, processes, and practices.	Risk Management	Additional
K0165	Knowledge of risk/threat assessment.	Risk Management	Additional
K0048	Knowledge of Risk Management Framework (RMF) requirements.	Risk Management	Additional
K0169	Knowledge of information technology (IT) supply chain security and risk management policies, requirements, and procedures.	Risk Management	Additional
K0235	Knowledge of how to leverage research and development centers, think tanks, academic research, and industry systems.	Strategic Planning	Additional
A0039	Ability to oversee the development and update of the life cycle cost estimate.	Third Party Oversight/Acquisition Management	Additional

1.4 CORE COMPETENCIES

The table below is a compilation of competencies aligned to the 804-IT Investment/ Portfolio Manager work role, and their associated importance. Listed competencies are collections of three or more similar Knowledge, Skills, or Abilities aligned to the Work Role. *These competencies originate from the [NICE Framework Competency Pivot Tool](#).*

Table 4. 804-IT Investment/Portfolio Manager Core Competencies

Technical Competency	Comp. ID	Definition	Work Role Related KSAs	Importance
Contracting/ Procurement	C010	KSAs that relate to the various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.	<ul style="list-style-type: none"> • Knowledge of Supply Chain Risk Management Practices (NIST SP 800-161). [K0126] • Knowledge of information technology (IT) acquisition/procurement requirements. [K0257] • Knowledge of the acquisition/procurement life cycle process. [K0270] 	Core
Risk Management	C044	KSAs that relate to the methods and tools used for risk assessment and mitigation of risk.	<ul style="list-style-type: none"> • Knowledge of risk management processes (e.g., methods for assessing and mitigating risk). [K0002] • Knowledge of Risk Management Framework (RMF) requirements. [K0048] • Knowledge of supply chain risk management standards, processes, and practices. [K0154] • Knowledge of risk/threat assessment. [K0165] • Knowledge of information technology (IT) supply chain security and supply chain risk management policies, requirements, and procedures. [K0169] 	Core

1.5 SUGGESTED QUALIFICATIONS / CAPABILITY INDICATORS

Table 5. 804-IT Investment/Portfolio Manager Suggested Qualifications

For indicators of capability for the 804-IT Investment/Portfolio Manager work role, please see [Draft NISTR 8193 - National Initiative for Cybersecurity Education \(NICE\) Framework Work Role Capability Indicators](#).

Section to be populated with updated DoD-8140 Qualification Matrix for 804-IT Investment/Portfolio Manager.

2 APPENDIX: 804-IT INVESTMENT /PORTFOLIO MANAGER TASK ANALYSIS AND KSA MAPPING

2.1 KEY TO READING THE TASK ANALYSIS AND KSA MAPPING

Table 6. Key to Reading the Task Analysis and KSA Mapping

Proficiency	Task Statement	Importance
As Written	Task as written within the NICE Cybersecurity Workforce Framework (NICE Framework).	Overall Importance to Work Role
Entry	<i>Example behavioral indicator / task permutation for performing this task at an Entry skills proficiency level.</i>	
Intermediate	<i>Example behavioral indicator / task permutation for performing this task at an Intermediate skills proficiency level.</i>	
Advanced	<i>Example behavioral indicator / task permutation for performing this task at an Advanced skills proficiency level.</i>	

Table 7. Primary Knowledge, Skills, and Abilities Required to Perform the above Task

KSA ID	Description	Competency
ID of K, S, or A	Knowledge, Skill or Ability needed to perform the task as written within the NICE Framework	Competency mapped to the individual K, S, or A.

2.2 804-IT INVESTMENT/PORTFOLIO MANAGER TASK ANALYSIS AND KSA MAPPING

Table 8. T0277 Task Analysis

Proficiency	Task Statement	Importance
As Written within Framework	Ensure that all acquisitions, procurements, and outsourcing efforts address information security requirements consistent with organization goals.	Core
Entry	<i>Support that all acquisitions, procurements, and outsourcing efforts address information security requirements consistent with organizational goals.</i>	
Intermediate	<i>Plans and monitors acquisitions, procurements, and outsourcing efforts to ensure information security requirements are addressed and consistent with organizational goals.</i>	
Advanced	<i>Directly responsible to ensure that all acquisitions, procurements, and outsourcing efforts address information security requirements consistent with organization goals and any unique programmatic security requirements</i>	

Table 9. Primary Knowledge, Skills, and Abilities Required to Perform the above Task

KSA ID	Description	Competency
K0270	Knowledge of the acquisition/procurement life cycle process.	Contracting/Procurement
A0056	Ability to ensure security practices are followed throughout the acquisition process.	Contracting/Procurement
A0009	Ability to apply supply chain risk management standards.	Risk Management
A0039	Ability to oversee the development and update of the life cycle cost estimate.	Third Party Oversight/Acquisition Management

Table 10. T0415 Task Analysis

Proficiency	Task Statement	Importance
As Written within Framework	Ensure that the supply chain, system, network, performance, and cybersecurity requirements are included in contract language and delivered.	Core
Entry	<i>Gain familiarity and experience with the supply chain, system, network, performance, and cybersecurity requirements included in the contract language and ensure that those items are delivered.</i>	
Intermediate	<i>Develop and recommend the supply chain, system, network, performance, and cybersecurity requirements included in contract language; work with the Contracting Officer to ensure that those items are delivered.</i>	
Advanced	<i>Develop, review, and approve the supply chain, system, network, performance, and cybersecurity requirements included in contract language; work with the Contracting Officer to ensure that those items are delivered.</i>	

Table 11. Primary Knowledge, Skills, and Abilities Required to Perform the above Task

KSA ID	Description	Competency
K0126	Knowledge of Supply Chain Risk Management Practices (NIST SP 800-161)	Contracting/Procurement
K0257	Knowledge of information technology (IT) acquisition/procurement requirements.	Contracting/Procurement
K0270	Knowledge of the acquisition/procurement life cycle process.	Contracting/Procurement
A0056	Ability to ensure security practices are followed throughout the acquisition process.	Contracting/Procurement
K0101	Knowledge of the organization's enterprise information technology (IT) goals and objectives.	Enterprise Architecture
K0200	Knowledge of service management concepts for networks and related standards (e.g., Information Technology Infrastructure Library, current version [ITIL]).	Enterprise Architecture
K0120	Knowledge of how information needs and collection requirements are translated, tracked, and prioritized across the extended enterprise.	Information Management
S0372	Skill to translate, track, and prioritize information needs and intelligence collection requirements across the extended enterprise.	Information Management
S0038	Skill in identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.	Information Technology Assessment
K0001	Knowledge of computer networking concepts and protocols, and network security methodologies.	Infrastructure Design

KSA ID	Description	Competency
K0194	Knowledge of Cloud-based knowledge management technologies and concepts related to security, governance, procurement, and administration.	Knowledge Management
K0196	Knowledge of Import/Export Regulations related to cryptography and other security technologies.	Legal, Government, and Jurisprudence
K0146	Knowledge of the organization's core business/mission processes.	Organizational Awareness
K0198	Knowledge of organizational process improvement concepts and process maturity models (e.g., Capability Maturity Model Integration (CMMI) for Development, CMMI for Services, and CMMI for Acquisitions).	Process Control
K0072	Knowledge of resource management principles and techniques.	Project Management
K0002	Knowledge of risk management processes (e.g., methods for assessing and mitigating risk).	Risk Management
K0048	Knowledge of Risk Management Framework (RMF) requirements.	Risk Management
K0154	Knowledge of supply chain risk management standards, processes, and practices.	Risk Management
K0165	Knowledge of risk/threat assessment.	Risk Management
K0169	Knowledge of information technology (IT) supply chain security and supply chain risk management policies, requirements, and procedures.	Risk Management
A0009	Ability to apply supply chain risk management standards.	Risk Management
K0235	Knowledge of how to leverage research and development centers, think tanks, academic research, and industry systems.	Strategic Planning
K0148	Knowledge of import/export control regulations and responsible agencies for the purposes of reducing supply chain risk.	Third Party Oversight/ Acquisition Management
K0164	Knowledge of functionality, quality, and security requirements and how these will apply to specific items of supply (i.e., elements and processes).	Third Party Oversight/ Acquisition Management
A0039	Ability to oversee the development and update of the life cycle cost estimate.	Third Party Oversight/ Acquisition Management
A0039	Ability to oversee the development and update of the life cycle cost estimate.	Third Party Oversight/ Acquisition Management
A0045	Ability to evaluate/ensure the trustworthiness of the supplier and/or product.	Third Party Oversight/ Acquisition Management
K0005	Knowledge of cyber threats and vulnerabilities.	Vulnerabilities Assessment
K0006	Knowledge of specific operational impacts of cybersecurity lapses.	Vulnerabilities Assessment