

POSITION DESCRIPTION (Please Read Instructions on the Back)

45770

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field	4. Employing Office Location	5. Duty Station	1. Agency Position No. NL08785
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		6. OPM Certification No.
		10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive	9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No 13. Competitive Level Code 12-46 14. Agency Use

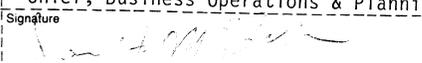
15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	COMPUTER SPECIALIST	GS	0334	12		
e. Recommended by Supervisor or Initiating Office	COMPUTER SPECIALIST	GS	0334	12		
16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)					

18. Department, Agency, or Establishment Department of the Army	c. Third Subdivision Business Operations & Planning Division
a. First Subdivision Simulation, Training and Instrumentation Cmd	d. Fourth Subdivision Information Systems Branch
b. Second Subdivision Directorate for Management	e. Fifth Subdivision

Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

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 statutory 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 James T. Campbell, III Chief, Information Systems Branch	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) James H. McBrayer, Jr. Chief, Business Operations & Planning Div
Signature:  Date: 10/1/93	Signature:  Date: 10/1/93

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 OPM PCS FOR COMPUTER SPECIALIST SERIES, GS-334, JUL 91
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Typed Name and Title of Official Taking Action David W. Manning Director for Management	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: 10/1/93	

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

Remarks
POSITION IS AT THE FULL PERFORMANCE LEVEL

POSITION DESCRIPTION
INTERDISCIPLINARY
COMPUTER SPECIALIST/COMPUTER SCIENTIST/COMPUTER ENGINEER
GS-334-12

This position is located in the Simulation, Training and Instrumentation Command (STRICOM), Directorate for Management, Business Operations/Planning Division, Management Information Systems Branch. The purpose of this position is to serve as a principal information management advisor for STRICOM Logistics Support Management Information System. Responsibilities include, but are not limited to, providing an intensive evaluation of the current logistics support management systems including hardware and software; systems analysis; developing and monitoring computer data bases; designing, developing and implementing software in support of a STRICOM management information system; administration of STRICOM UNIX networks and databases; and maintaining an adequate system of ADP security.

A. MAJOR DUTIES

- 25% 1. Serves as a principal planning information management advisor to the Commander, STRICOM, his Deputy, Directorate heads and officials at all levels on information management matters. As such, the incumbent is responsible for implementing an integrated information system for planning in support of training devices, with responsibility for determining long/short range information management requirements. Assures compliance with Army and DOD CALS initiatives.
- 25% 2. Personally performs hardware/software systems analysis and software modification tasks.
- Interfaces with the user to determine requirements, performs analyses, prepares lead time estimate packages, defines the scope of tasks, resources required, approach, and identifies alternatives, assumptions and contingencies.
- Performs system analysis specifying the hardware/software system, details program module configuration, and test criteria required to modify, modernize, or correct shortcomings in assigned hardware/software systems.
- Designs new or modifies existing computer programs/databases to reflect user requirements. Implements new or changes to existing math models, flow charts, code, and performance specifications to reflect hardware/software criteria established during analysis.
- Prepares or revises the documentation related to software changes on computer hardware. Prepares design study reports, system change specifications and system documentation. Also, prepares /revises the documentation package (flow charts, math models, programs, reports, listings, test procedures, etc.) for each change to ensure property quality control and configuration management data elements for effective software baseline control.

- 30% 3. Serves as a systems administrator and database administrator for the STRICOM Management Information system and local area network, as well as a systems administrator for the STRICOM Host connection on the Defense Data Network. This includes:
- Developing information management policies and procedures for the use of computer information systems including support for the use of the Defense Data Network (DDN).
- The incumbent will analyze long/short range information management requirements. After the analyses are concluded and the hardware/software requirements have been identified, the incumbent will develop plans to implement these strategies in accordance with applicable Army regulations and other guidance.
- After the hardware/software has been acquired, the incumbent will provide assistance, training, and on-going support to all STRICOM systems users to ensure proper performance and system integrity. Verification and validation of programs and software will be performed on a continual basis.
- 10% 4. Software/Hardware Modification Tasks:
- Performs software/hardware systems analysis/design where trade-offs are made to determine which functions can best be implemented by software, hardware, or a software/hardware combination.
- 5% 5. Contract Monitoring:
- When indicated by time, resources and level of effort required, information management development tasks may be contracted out. Incumbent prepares statements of work, reviews documentation provided by contractor, and determines acceptability of final product. Serves as the Contracting Officer's Technical Representative (COTR).
- 5% 6. Configuration Management:
- As a Software Configuration management expert on STRICOM automation system equipment, is responsible for applying technical surveillance to the functional and physical characteristics of program material items, controls change to these items, and reports change implementation status.
7. Other duties as assigned.

Factor 1. Knowledge Required by the Position:

Knowledge of Department of the Army (DA) information management architectures, standards, policies and authorized system design approaches; knowledge of STRICOM mission, functions, and inter-relationships and terminology; and a familiarity with precedents and alternative automation approaches in order to plan and implement projects. Knowledge of data communications systems, technical standards, and computer interfaces is required to satisfy data transfer requirements. Skill in relating aspects and parts of the logistics support project to the overall needs of the organization in order to establish priorities. Knowledge of standard practices employed by applications programmers in order to anticipate programming difficulties in alternate design strategies. Knowledge of the UNIX operating system, relational database management systems including industry standard structured query language (SQL), and knowledge of fourth generation languages (4GL).

Knowledge of current system software/hardware characteristics to advise management on needed system software changes and to develop cost and lead time packages used to translate project requirements into system specifications.

Knowledge of information management training philosophy and techniques to develop or evaluate contractor developed training packages for new or revised automation systems.

Knowledge of the current state of system software technology and the STRICOM standards and policies to evaluate alternative system software packages and advise on their user acquisition. Skill in the use of machine and higher-order languages in order to prepare and/or modify programs.

Factor 2. Supervisory Controls:

Works under the general direction of the Management Information Systems Branch Chief.

The supervisor furnishes general instructions as to the scope of particular projects in the assigned area of responsibility. The employee reviews projects and advises the supervisor on estimated time and staff requirements, along with any exceptional project characteristics that may affect the supervisor's decision regarding priorities, assignments to particular team members, possible shifts of resources, or formation of special purpose teams. The employee plans and organizes the projects, coordinates efforts of the contractor support services members and provides technical advice where problems arise. The employee speaks for STRICOM in coordinating projects on related subsystems, lead programmers, and other information management workers. The employee clears with the supervisor approaches that have potential policy impact. Completed work is reviewed for its effectiveness in meeting user requirements, accuracy of estimated timeframes and projected problem areas, and achievement of harmonious relationships in coordinating the project with other groups.

Factor 3. Guidelines:

Guidelines consist of agency information management standards and policies, precedent system designs, and user procedure handbooks, regulations, and directives. Data for feasibility studies often requires development of special information sources in order to, for example, resolve differences in test software, alternative procedures are devised and tried out in cooperation with user representatives, and/or counterpart information management organizations in other agencies are surveyed to determine prevailing practices. Trends in workload and effect of proposed changes on long-range information management plans and policy must be taken into account.

Factor 4. Complexity:

The work includes studies and analyses preliminary to the decision to automate and the work concerns a complex multiple user system supporting multiple world wide network sites. The work is further complicated by having to deal with multiple wide area networks and having to evaluate multiple systems. Variations in approach must be considered and programming specification developed which will facilitate later modification. The techniques to be employed are at the edge of the state-of-the-art of distributed processing applications.

Factor 5. Scope and Effect:

The work involves the analysis, investigation, resolution and testing of a variety of unusual or unique problems affecting the support of local and wide area networks connected to international logistics support systems, multiple information management systems, other government organizations and contractors who provide information to or receive information from STRICOM. The systems developed and maintained are of vital importance to the successful support of all the Army's fielded training devices. The areas of analysis and responsibility include, but are not limited to, resolution of questions in the following areas:

a. Definition of the many available data transmission and management systems to be utilized to maximize the efficiency of operations given the diverse sources and receivers of information that impact on the STRICOM automation system.

b. The incumbent will define the requirements for an oversee installation, operation, and maintenance of automation systems which permit electronic interchange of information with, but not limited to, Headquarters Department of the Army, Headquarters Army Materiel Command, Headquarters Training and Doctrine Command, other Army Major Commands, OSD Training Data Analysis Center, Army Training Centers and Schools, and contractor logistics support contractors. The requirements analysis must consider such factors as establishment of data interchange standards, database dictionary definitions, communications systems and protocols and systems security. The effect of the decisions based upon the incumbent's analyses, is that the nature of the interface with the above listed organizations, for the near and mid-time range, will largely be determined by the quality of the incumbent's recommendations. The standards and agreements established by the incumbent or by groups in which the incumbent is a member will serve as the data interchange standards for the digital transfer of data.

Factor 6. Personnel Contacts:

In addition to contacts within STRICOM, contacts often take place with computer personnel of other activities, contractor support services personnel and equipment or system software vendors.

Factor 7. Purpose of Contacts:

Contacts are to exchange technical information, determine user requirements, troubleshoot, coordinate and advise on work efforts. The incumbent will be expected to formally arbitrate between various high level users of the system who frequently request modifications that conflict with or necessitate adjustments to procedures of other users and persuade affected user personnel to cooperate in meeting deadlines.

Factor 8. Physical Demands:

The work is performed in office surroundings, working with online computer equipment with exposed moving parts, such as printers, tape drives, etc., with occasional exposure to energized electrical circuits. The work requires lifting and carrying microcomputer equipment, supplies, documentation, and boxes of computer paper weighing up to 55 pounds. Travel by air/automobile to attend meetings and conferences throughout the United States is required.

Factor 9. Work Environment:

The work is performed in a typical office setting.