

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		1. Agency Position No. NL11928	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		6. OPM Certification No.	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level Code 1414		14. Agency Use	

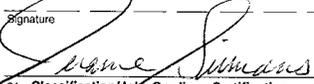
15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Lead Program Analyst	GS	0343	14		
e. Recommended by Supervisor or Initiating Office						

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 (DA)		c. Third Subdivision Program Manager for ITT Simulators	
a. First Subdivision U. S. Army Materiel Command (AMC)		d. Fourth Subdivision	
b. Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)		e. Fifth Subdivision	

19. 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 JEROME SIRMANS, DPM, ITTS		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature 	Date 5 Jul 00	Signature	Date

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.
 Typed Name and Title of Official Taking Action
 JAMES B. GODWIN, COL, CHIEF OF STAFF

22. **Position Classification Standards Used in Classifying/Grading Position**
 USOPM PCS GS-0343, Management and Program Analyst, Aug 90;
 USOPM PCS Admin Anal GEG, Aug 90; USOPM PCS, General Schedule Leader GEG, Jun 98

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.

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

24. **Remarks**
 This position is at full performance level.
 BUS: 7777

MAJOR DUTIES

Serves as Team Leader of Program Analyst and Business Management personnel in a Project Management Organization responsible for acquisition and improvement of 65+ large, complex major Army Test Instrumentation, Targets, and Threat Simulation/Simulator systems. These programs are characterized by high visibility, foreign interoperability efforts, advanced technology and accelerated deployment goals and require intensive management. Incumbent has responsibility for planning, directing, reviewing, evaluating and coordinating the activities of subordinate personnel responsible for cost estimating/analysis, program, financial and earned value management and review and analysis functions; advising and coordinating internal project cost control and reduction initiatives of the project. These activities include the preparation and coordination of near term and long-range acquisition plans, PPBES functions, conducting reviews and analysis of all contractual activities; interpretation, implementation and compliance with all business policies/directives; and advising appropriate program elements. Responsibilities include planning and developing acquisition strategies and documentation that involve allied nation participation, foreign country cost sharing of the acquisition, and special intelligence areas. The incumbent advises and supports the Project Manager's office in formulation an execution of sound acquisition and business practices, procedures and responses and in the review and evaluation of these activities.

1. Serves as principal advisor to the PM on business management matters to include resource management, acquisition and production management, and review and analysis. Formulates overall plans for area of responsibility through the interpretation and application of Department of Defense/ Department of Army policies and regulations concerning acquisition and business management. Collaborates with senior analysts in developing plans, procedures, review and analysis reporting techniques, and implementation procedures. Recommends organizational changes and develops implementation plans by determining how functions are to be subdivided and establishes the basic organization with distribution of functions, relationships of the organizational segments, work processes, etc. Recognizes the need for plans, policies, and instructions for discrepancies and problems encountered and makes necessary plans for corrective action to ensure depth of needed or anticipated abilities and skills and motivation for employee growth. 20%

2. Reviews work in progress and upon completion to assure attainment of objectives. Monitors progress against milestones through review and analysis of records/reports and briefings from responsible subordinate personnel. Convenes and briefs higher management on contractor cost performance reports on impacted contracts and program planning and budgeting activity within the PM organization. Reviews progress in each area of responsibility against established milestone schedule and determines necessary adjustments required to assure goals are met. Reviews completed products and approves, through signature, release to higher management and/or outside organizations. 15%

3. Serves as a team leader. Ensures that the organization's strategic plan, mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives, and work plans. Communicates to the team the assignments, projects, milestones and deadlines and time frames for completion. Coaches the team in the nuances of program representation and survival in a resource constrained environment where budgets/programs face frequent decrements, and in the selection and application of appropriate problem solving methods and techniques and provides advice on work methods, practices and procedures. Distributes the workload and tasks among employees. Serves as a mentor to team members as individuals plan and establish acquisition related training requirements: (1) advise team members on non-traditional acquisition/professional development toward the 80 points per two year requirement, (2) mentor team members to insure Functional Area Certification Level III requirements are met in a timely manner consistent within project workload constraints; and (3) advise team members on Individual Development Plans (IDPs) issues. Trains or arranges for the training of team members in methods and techniques of team building and working in teams to accomplish tasks or projects. Monitors and reports on the status and progress of work, checking on work in progress and reviewing completed work. Serves as coach, facilitator and/or negotiator in coordinating team initiatives and in consensus building activities among team members. Prepares reports and maintains records of work accomplishments and administrative information including providing input on employee performance. Reports to the supervisor periodically on team and individual work accomplishments,

problems, progress in mastering tasks and work processes, and individual and team training needs. Estimates and reports to the team on progress in meeting established milestones and deadlines for completion of assignments, projects and tasks. Approves emergency leave and short term TDY. Resolves simple, informal complaints of employees and refers more serious complaints to the supervisor. Represents the team for purposes of obtaining resources or information, and other actions sought from senior management. Intercedes with the supervisor on behalf of the team regarding performance management issues/problems and to recommend/request related actions. Communicates team consensus and recommendations to the supervisor on action affecting team and individual awards, rewards and recognition. Informs employees of available employee benefits, services, and work-related activities. 55%

4. Establishes and maintains continuous liaison within the PMO at all levels, higher headquarters up to and including the Office of the Secretary of Defense (OSD), Congressional Staffers, other government activities, and contractor representatives to plan, coordinate, and accomplish assigned program responsibility, resolve problem areas, and provide a basis for improvement. Conducts briefings and makes presentations to key management personnel regarding programs, progress, objectives, acquisition reform initiatives and process re-engineering, etc. Conducts meetings and/or conferences with participating agencies to ensure the resolution of problems. Renders decisions and commits to definite courses of action with regards to assigned functions. 10%

Performs other duties as assigned.

Factor 1. Knowledge Required by the Position: FL 1-8 1550 Points

-- Mastery of a wide range of qualitative and/or quantitative methods for the assessment and improvement of complex management processes and systems. Comprehensive knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the administration of the PMO.

-- Knowledge of agency program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments. Knowledge of relationships with other programs and key administrative support functions within the employing agency. Skill in planning, organizing, and directing team project work, and effectively conducting critical negotiations with management

Factor 2. Supervisory Controls: FL 2-4 450 Points

-- The employee and supervisor develop mutually acceptable project plans which includes identification of the work to be done, the scope of the project, and deadlines for its completion. The employee is responsible for planning and organizing and performing the work. The employee informs the supervisor of potentially controversial findings, issues, or problems. Completed projects are reviewed by the supervisor for effectiveness in achieving intended objectives.

Factor 3. Guidelines: FL 3-4 450 Points

-- The employee must use initiative and resourcefulness in extending or redefining available guidelines because they are often inadequate to deal with unusual cases. The guidelines include general administrative policies of management and organizational theories, which require considerable adaptation and or interpretation. The employee develops or redesigns new methods, approaches or criteria to meet the demands of the specific assignment.

Factor 4. Complexity: FL 4-5 325 Points

-- The work includes varied duties requiring many different and unrelated processes and methods that are applied to a broad range of activities. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes that result from continuing changes in program and technological developments. The work requires originating new techniques, establishing criteria and developing new information.

Factor 5. Scope and Effect: FL 5-5 325 Points

-- The purpose of the work is to analyze and evaluate major administrative aspects of substantive, mission-oriented programs. The work involves resolving critical problems and developing new solutions. The work

affects the work of other experts and the development of major aspects of administrative and scientific programs/missions.

Factors 6 & 7. Personal Contacts and Purpose of Contacts: FL 3 C 180 Points

-- The employee regularly meets with persons representing organizations or groups from outside the employing agency, e.g., consultants, contractors, or business executives.

-- The purpose is to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives or resource problems.

Factor 8. Physical Demands: FL 8-1 5 Points

-- The work is basically sedentary, having no special physical demands.

Factor 9. Work Environment: FL 9-1 5 Points

-- Work is performed in an adequately lighted and climate controlled office.

Total Points = 3290 GS-13 Range = 3155-3600 Leads GS-13 Work Final Grade Assigned: GS-14

CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 11928

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference: 10 U.S.C. 1733 - 1737):

- Selectee must be qualified for Acquisition Corps membership at the time of selection or possess a waiver.

- Selectee must execute, as a condition of appointment, a written agreement to remain in federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment."