

Classification: Workforce Operations Specialist, NH-0301-II

Local Title:

Employing Office Location: Orlando, Florida

Duty Station: Orlando, FL

Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)

1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)

2nd Div: Business Operations Office

3rd Div:

4th Div:

Supervisor's 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.

Immediate Supervisor: Sharon Hightower

Title: Chief, Human Resources Management Division

Signature: _____ /s/ _____ **Date:** 3/25/03

Higher Supervisor or Manager: _____

Title: _____

Signature: _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: James L. Laughlin, COL

Title: Chief of Staff

Signature: _____ /s/ _____ **Date:** 3/26/03

FLSA: Non-Exempt **BUS Code:** 7777 **CL:** 306

Drug Test: NO **Emergency Ess:** No

Key Position: **OPM Functions Code:**

Sensitivity: NCS **Status:** Competitive

Reason for Submission: New **Subject to IA:** No

Previous PD Number: NA **Mobilization:**

Envir. Diff: **Career Prg ID:**

Acq Posn Category: **CAPL Number:**

Acq Career Level: **Acq Posn Type:**

Acq Special Asgmt: **Acq Prog Ind:**

Career Spec – Primary: **Career Spec – Sec:**

Cont Job Site: **Mobility:**

Financial Disclosure: Public Financial Confidential Financial

Supervisor Manager Neither

Citation 1: USOPM PCS FOR GS-301, TS-34, 11/79

Citation 2: ADMIN ANALYSIS GEG, TS-98, 8/90

**Acquisition Workforce Demo Project
Position Requirements Document**

I. Organization information:

Position is located in the Business Operations Office, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Workforce Operations Specialist, NH-0301-II

III. Duties:

1. Provides advice and guidance to the supervisor and management within the command and to staff members in the operation, and use of the DCPDS Modern automated system regarding capabilities available within the system to assist them in management responsibilities. Prepares and coordinates operating instructions. Analyzes and interprets higher echelon procedures as they affect personnel operations; develops and implements procedures to accomplish command-wide objectives. Coordinates daily processing and Request For Personnel Action (RPA) action processing of DCPDS Modern.

- Supports the Office by responding to basic questions within the personnel staffing area of personnel management. Conducts regulatory research to support responses. Analyzes, assists and prepares with reorganizations or projects, actions and reports. Gathers, reviews, consolidates and prepares required paperwork associated with a variety of actions, ranging in difficulty from routine to complex in nature. Secures necessary information and resolves discrepancies on actions with organizational contacts. Reviews, assures timely processing and resolves problems associated with requests for personnel actions. Provides advice and assistance to serviced activities.

2. Administers programs concerning Personnel Recruitment. Researches and analyzes new and changing guidelines, regulations, and directives from higher echelon, and develops summary guidance on new or emerging trends, precedent decisions, or case law. Summaries are used by personnel in the PEO STRI in performing personnel management work. Information is disseminated to employees, managers and management. Researches and interprets guidelines, regulations, and directives from higher echelon and provides guidance on regulatory and legal requirements related to complex cases in response to requests from management. Provides advice and guidance for resolution;

prepares narrative reports to Document cases, cites regulatory references, and recommend action for resolution of problems. Provides advice and guidance on processing personnel actions in an automated system to support staff assigned responsibilities for processing actions.

3. Serves as PEO STRI's Contributions-based Compensation and Appraisal System (CCAS) Coordinator. Develops and publishes program guidance for use by all levels of management. Prepares reports and performs analysis of the Contribution Rating Increases and Contribution Award programs. Advises employees, supervisors and managers regarding policies and procedures; ensures that required documentation meets regulatory requirements; evaluates program and recommends changes as needed. Evaluates programs with regard to resource utilization and effectiveness.

4. Serves as Incentive Awards Administrator. Screens employee recognition award justifications for factual documentation and technical adequacy, recommends dollar amount based on local precedent and regulations, and prepares summary award description for publication. Advises supervisors and managers as to why program criteria are not met and/or the availability of alternative form(s) of recognition suitable for the employee. Coordinates preparation of awards and ceremonies. Prepares and analyzes incentive awards reports as required. Monitors and serves as point of contact for the Army Ideas for Excellence Program (AIEP). Serves as liaison for PEO STRI with ASA(ALT) and provides guidance to employees and managers regarding the program, submission of ideas, and general scope of program coverage.

Performs other duties as assigned.

IV. Factors:

Factor: 1. - Problem Solving Level II.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts functional technical activities for projects/programs. Identifies, analyzes, and resolves complex/difficult problems. Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.

Factor: 2. - Teamwork/Cooperation Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish projects/programs. Uses varied approaches to resolve or collaborate on project/program issues. Facilitates cooperative interactions with others. Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

Factor: 3. - Customer Relations Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides the technical/functional efforts of individuals or team members as they interact with customers. Initiates meetings and interactions with customers to understand customer needs/expectations.

Factor: 4. - Leadership/Supervision Level II.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinates, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities.

Factor: 5. - Communication Level II.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates team or group tasking results, internally and externally, at peer levels. Writes, or is a major contributor to, management/technical reports or contractual documents. Presents informational briefings.

Factor: 6. - Resource Management Level II.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and utilizes appropriate resources to accomplish project goals. Optimizes resources to accomplish projects/programs within established schedules. Effectively accomplishes project/program goals within established resource guidelines.

Selective requirements, i.e., security clearance, license, critical acquisition position, etc.

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

Knowledge of Federal (OPM) personnel policies and practices including Department of Defense (DOD) and Department of the Army (DA) regulations

Knowledge of a variety of personnel and policy issues as they relate to CCAS and Incentive Awards procedures and processes

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Ability to establish and maintain relationships with key individuals/ groups outside immediate work unit

Skill in interpersonal relations

Ability to plan and organize work

Ability to gather, analyze, and present facts

Ability to work cooperatively as a member of a team

Ability to identify problems and develop innovative solutions

Ability to provide guidance to customers

Ability to interpret and apply rules, regulations, and procedures

Ability to communicate orally and in writing

Ability to advise others on Contributions-based Compensation and Appraisal System (CCAS) and other basic personnel information