

Classification: Supervisory Information Technology Specialist, NH-2210-IV
Local Title: Chief Information Officer
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: Corporate Information 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: James T. Blake

Title: Deputy Program Executive Officer

Signature: _____ /s/ _____ **Date:** 18 Apr 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: Stephen M. Seay, BG

Title: Program Executive Officer

Signature: _____ /s/ _____ **Date:** 18 April 2003

FLSA:	Exempt	BUS Code: 8888	CL: 404
Drug Test:	No	Emergency Ess:	
Key Position:		OPM Functions Code:	
Sensitivity:	NCS	Status:	Competitive
Reason for Submission:	New	Subject to IA:	No
Previous PD Number:		Mobilization:	
Envir. Diff:		Career Prg ID:	
Acq Posn Category:	R	CAPL Number:	
Acq Career Level:	3	Acq Posn Type:	2
Acq Special Asgmt:		Acq Prog Ind:	
Career Spec – Primary:		Career Spec – Sec:	
Cont Job Site:		Mobility:	
Financial Disclosure:	<input type="checkbox"/> Public Financial <input checked="" type="checkbox"/> Confidential Financial		
	<input type="checkbox"/> Supervisor <input checked="" type="checkbox"/> Manager <input type="checkbox"/> Neither		
Citation 1: USOPM PCS for Administrative Work in the Information Technology Group, GS-2200 May 2001			
Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99			

**Acquisition Workforce Demo Project
Position Requirements Document**

I. Organization information:

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

II. Position information:

Supervisory IT Specialist, NH-2210-IV.

III. Duties:

Serves as PEO STRI Chief Information Officer (CIO). Manages the organization's information system/information technology (IS/IT) strategic plan, architecture, and budget.

Provides key domain expertise, strategy, vision and conceptual architectures to arrive at PEO STRI and Army-wide solutions/architectures for PEO STRI developed and fielded systems, working with the DoA CIO, ASA(ALT) Senior Executive Board (SEB), NETCOM Regional CIOs, PEO, and PEO STRI Core Business Units. The overarching mission is to develop, maintain, and facilitate the implementation of a sound and integrated info- and infra- structure as well as enable the birth and expansion of component reuse all as part of a strategic architecture framework for PEO STRI

Provides input to, and oversight of, the Integrated Business Environment (IBE) and Integrated Data Environment (IDE) strategies, policies, and functions in the information management area. Has responsibility for managing PEO STRI's information assets covering all business areas: technology infusion, information assurance, knowledge management, acquisition, sustainment, and general IS/IT support. Provides PEO STRI oversight for system Information Assurance Program Manager (IAPM) functions. Serves as the Designated Approving Authority (DAA). Oversees Contracting Officer Representative (COR) functions for PEO STRI contract IT services.

*1. Planning, Direction, Review, Evaluation, and Organization
(20%)*

Serves as the senior policy official in all matters concerning PEO STRI Corporate Information planning, architecture (structure), and implementation. Establishes policies, directives, and procedures. Provides for continuous technological advancement and innovation in all areas of responsibility. Formulates and defends the information technology budget for PEO STRI. Assures maximum efficiency and cost effectiveness in the utilization of the PEO STRI information technology (IT). Oversees research into available state-of-the-art technology for business systems and common products components. Approves projects to effectively utilize results flowing from such research. Approves all business systems IS/IT for PEO STRI.

3. Participates as a key member of the senior management team and creates an effective environment and understanding among the team about the use of Information Technology (IT) as a mission and training system enabler. Influences PEO STRI's strategic and tactical plans. (10%)

Provides consultation services to PEO and executives and managers on Information Systems (IS)/IT processes, adoption, implementation, and acquisition strategies, policies, procedures, and guidelines. . Oversees all business systems transitions to PEO STRI business units.

4. Promotes and facilitates work processes through the implementation of information technology solutions. Ensures that consistent, high-quality business and IS/IT processes are followed across PEO STRI. Devises, implements, and monitors appropriate performance measurements for business processes and IT activities. Ensures that service level expectations are established for IT customers throughout PEO STRI. (10%)

5. Develops or modifies an information technology architecture that will underpin successful achievement of the business objectives. Establishes and implements technical standards to ensure interoperability and cost-effectiveness of technology investments. Aligns requests for IT support with overall strategic goals. (20%)

6. Performs investment analyses, capital investment planning, and budgeting for all IT investments. Determines, assesses, and oversees potential outcomes for IT investments. (20%)

Approves PEO STRI business cases developed for any systems enhancements or new systems development. With subsequent prioritization, and based on budget availability, the CIO devises an approach to systems development that includes appropriate acquisition strategies.

7. Sponsors continuous IT training and awareness programs.

Plans, manages, and controls IS/IT training budget. Tailors IS training to achieve CIO certification for PEO STRI IS staff.

8. Develops an acquisition strategy and puts into place the contracting vehicles necessary to build the technology infrastructure.

9. Oversees and ensures adequate management of IT service providers.

Oversees all IS operations to include legacy systems reengineering, applications development, outsourced or supported operations, systems engineering support, network management and operations, client support and help desk operations, telecommunications support, asset management, and information assurance. Provides strategic direction, policies, and guidelines for Critical Infrastructure Protection (CIP) of PEO STRI IT services and information assets. Works within CIO Council to develop consistent strategic direction, policies, and guidelines for CIP.

Supervisory and Oversight Responsibilities:

Manages and oversees a staff of professional government employees and an extensive contractor workforce providing the described services.

Performs the full range of administrative and technical supervisory duties. Supports an understanding of the Organization's Affirmative Action/EEO Program. Ensures EEO principles are reflected in all aspects of personnel management. Assigns work and establishes priorities; evaluates performance of subordinates; gives advice, counsel, and/or instruction to subordinates on both work and administrative matters; interviews and recommends selections of candidates for positions, promotions, and reassignments; and hears and resolves complaints from

impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor: 2. - Teamwork/Cooperation Level IV.

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.

Leads/guides/mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor: 3. - Customer Relations Level IV.

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.

Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting program/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes

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

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

Knowledge of policies, programs, organizations, functions, resources, and legislation affecting the program(s) and the organizations studied or served, and related customers, functions, resources, and users

Ability to establish and maintain relationships with key individuals/ groups outside immediate work unit including senior executives and General Officers at DA HQ and elsewhere

Ability to stratify resources against approved programs; to plan, present, and execute budgets; to analyze impacts on programs; and to forecast long term funding requirements

Ability to plan and execute complex, multi-faceted projects within established financial and time constraints

Ability to develop, prepare, coordinate, staff, and implement policies, procedures, programs, and directives

Ability to organize and lead study teams

Ability to negotiate

Ability to gather, analyze, and present facts

Ability to work cooperatively as a member of a team

Knowledge of program planning and budgeting cycles

Ability to identify problems and develop innovative solutions

Ability to provide guidance to customers

Ability to interpret and apply rules, regulations, and procedures

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

Ability to communicate orally and in writing

Ability to apply a knowledge of systems analysis and design methodologies

Knowledge of information processing standards and procedures

Ability to apply knowledge of current automation technology and practices

Knowledge of data and process modeling methodology

Knowledge of communications connectivity requirements

Knowledge of computer network administration

Knowledge of the objectives, overall design, and operating characteristics of related hardware and software

Knowledge of computer security