

Classification: Workforce Operations and Management Assistant, NK-0303-II

Local Title:

Employing Office Location: Orlando, FL

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 Resource Management Division

Signature: _____ /s/ _____ Date: 5/7/03

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: Sharon Hightower

Title: Chief, Human Resource Management Division

Signature: _____ /s/ _____ Date: 5/7/03

FLSA:	Nonexempt	BUS Code:	7777	CL:	209
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:		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:	<input type="checkbox"/> Public Financial	<input type="checkbox"/> Confidential Financial			
	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Manager	<input checked="" type="checkbox"/> Neither		
Citation 1: USOPM PCS FOR Miscellaneous Clerk and Assistant Series, GS-0303, TS-37 1/79, TS-34, 11/79					
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 Business Operations Office, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Workforce Operations and Management Assistant, NK-0303-II

III. Duties:

The primary purpose of the position is to plan, coordinate and/or accomplish a variety of office support functions and to perform administrative and management assistant duties involving coordination and liaison within PEO STRI and across various other organizational elements (NAVAIR Orlando, Human Resources Office (HRO), Acquisition Support Center (ASC), etc.) concerning human resources and other assigned administrative functions.

2. Ensures uniform internal human resources administrative procedures and techniques within the office. Receives, interprets, and disseminates PEO STRI, ASC and DA guidance and directives pertaining to human resources and other assigned office functions. Serves as a source of information and knowledge in providing operating officials and personnel assistance and guidance in accomplishment of administration matters and responsibilities. Makes and confirms tentative appointments for office personnel. Ensures that appropriate subject matter, correspondence or background information is available to analysts and specialists for meetings, etc. Maintains a close working relationship with staff members and coordinates with all parties involved to ensure meetings, conferences and other visits are successful. Follows up on action items resulting from conferences and meetings; keeps supervisor and others in the office informed of status of projects within the office. Makes all necessary travel, meeting and conference arrangements. Secures travel orders, flight arrangements as necessary and prepares travel vouchers. Prepares Human Resources-related and other reports. The incumbent receives, screens and routes incoming correspondence (including all human resources-related message traffic), retaining for own personal attention that which does not require action by the professional members of the staff, quickly scans

periodicals, professional journals, technical reports, and calls attention to urgent or important new items. Establishes, controls and maintains suspense file insuring that deadline dates and obligations of the office relating to human resources and other assigned subjects are met as committed and/or responsible action officers are notified of deadlines. Reviews outgoing correspondence for neatness, accuracy, adherence to established format, and adherence to the established administrative policies. Drafts correspondence, such as routine official mail, letters of acknowledgment, congratulatory letters, letters of acceptance and routine official reports. Maintains reference files of frequently consulted organizations, regulations, policies, rosters, directives, significant dates and anniversaries and other material. Maintains operational levels of required office supplies and equipment. Receives and screens telephone calls and visitors. Determines nature and purpose of call or visit and initiates action or handles request as required. Inquiries and calls are forwarded to the appropriate staff member or action officer. Coordinates with other entities to obtain information, relay messages and clarify questions.

Prepares a variety of human resources forms such as Request for Personnel Action, Position Description, and Incentive Award Nomination and Approval. Coordinates and assists in the preparation and submission of drafted forms and attachments as needed. Assures that this information is submitted in the proper format and in a timely manner.

Performs a variety of duties in support of the organization and assigned specialists and analysts in reporting requirements for the human resources and manpower analysis functions. Assists in conducting analyses on a limited scale within environments that are clear cut and stable within the organization.

Participates in monitoring reporting systems affecting the program. Extracts, summarizes, and identifies apparent problems and issues and recommends solutions.

Performs other duties as assigned.

Actively contributes as team member or leader; takes initiative to accomplish assigned projects. Guides others in accomplishing projects. Coordinates appropriately with others to complete tasks within established guidelines. Identifies and pursues individual/team developmental 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.

Interprets and communicates administrative procedures within immediate organization. Prepares, coordinates, and consolidates documents, reports, or briefings. Communicates/presents internal administrative/functional procedures and tasks internally and externally.

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.

Identifies and uses resources to accomplish projects. Plans resources to achieve project schedules. Effectively accomplishes projects within established resource guidelines.

Security Clearance and Travel Requirements

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

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

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

Skill in use of automated personnel request software to draft and input actions and assist and advise others in the process

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

Knowledge of Army correspondence and filing regulations, procedures, proper format, punctuation and grammar

Ability to deal tactfully with people at all levels throughout DOD, other Federal agencies, and private industry

Ability to prepare and/or edit written correspondence, ensuring proper use of English grammar, spelling, and punctuation

Basic familiarity with human resources policies, procedures and regulations

Skill in interpersonal relations

Ability to plan and organize work

Ability to gather, analyze, and present facts

Ability to use office automation tools and techniques to support office operations

Ability to access or locate information through the use of a personal computer or terminal

Skill in using a keyboard; a qualified typist is required

Knowledge of general office administrative and clerical procedures

Ability to work cooperatively as a member of a team

Ability to provide guidance to customers

Ability to interpret and apply rules, regulations, and procedures

Ability to communicate orally and in writing