

Classification: Program Analyst, NH-0343-III

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:

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: Lorraine B. Hotz

Title: Director of Finance (Acting)

Signature: _____ /s/ _____ Date: 5/19/03

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: 5/19/03

FLSA: Exempt BUS Code: 7777 CL: 330

Drug Test: No Emergency Ess:

Key Position: OPM Functions Code:

Sensitivity: NCS Status: Competitive

Reason for Submission: Acq Demo Conversion Subject to IA: Yes

Previous PD Number: Mobilization:

Envir. Diff: Career Prg ID: 11

Acq Posn Category: K CAPL Number:

Acq Career Level: 3 Acq Posn Type: 4

Acq Special Asgmt: Acq Prog Ind:

Career Spec - Primary: Career Spec - Sec:

Cont Job Site: Mobility:

Financial Disclosure: [] Public Financial [X] Confidential Financial

[] Supervisor [] Manager [X] Neither

Citation 1: Management and Program Analysis Series, GS-0343 TS-98 August 1990

Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

Acquisition Workforce Demo Project
Position Requirements Document

I. Organization information:

Program Executive Office, Simulation, Training and Instrumentation

II. Position information:

Program Analyst, NH-0343-III

III. Duties:

Analyzes current and projected acquisition programs to evaluate actual or potential effectiveness in achieving objectives.

Performs financial management duties of programs assigned.

Performs analysis of program/system/project implementation and execution in order to program funding and manpower resources accordingly. Makes evaluative analyses of all aspects of new or established programs including program objectives, policies, and progress, resource estimates and utilization, program interfaces and other related matters.

Defines new program resource needs upon consideration of such factors as the impact of trends and the effect of actual or probable legislative action with responsibility for developing and recommending program objectives, requirements, and the allocation of resources required for such programs.

Develops and recommends changes in program objectives, and adjustments in resources utilization to correct deficiency situations, and provide balanced resourcing in established programs.

Evaluates the effect of alternatives or corrective actions on acquisition programs or interrelated programs and on the overall utilization of manpower, funding, and materials resources. Presents conclusions and recommendations based on analyses and evaluations to management officials for their use in ensuring efficiency, economy, and balance in the development and execution of operation programs.

Performs a wide range of analytical, technical and advisory functions related to acquisition process. Provides advice and assistance in resource **and acquisition** matters in the preparation of program documentation/briefings such as economic and cost benefit analyses, and budget preparation, etc.

Determines information needed to show whether established programs do or will accomplish their objectives as effectively as possible. Devises appropriate methods for securing the required information and develops data from sources.

Performs other duties as assigned.

TDY may be required 10-15% of the time.

IV. Factors:

Factor: 1. - Problem Solving Level III.

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

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Factor: 2. - Teamwork/Cooperation Level III.

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 complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

Factor: 3. - Customer Relations Level III.

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 and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to program/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving problems (e.g., determining priorities and resolving conflict among customers' requirements).

Factor: 4. - Leadership/Supervision Level III.

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.

Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

Factor: 5. - Communication Level III.

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

Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

Factor: 6. - Resource Management Level III.

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

Plans and allocates resources to accomplish multiple project/programs. Identifies and optimizes resources to accomplish multiple project/program goals. Effectively accomplishes multiple project/program goals within established guidelines.

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

Knowledge, Skills, and Abilities (KSAs) For Qualification Purposes.

Knowledge of the DoD Planning, Programming, and Budgeting and Execution System (PPBES), its process, products, terminology, and guidance documents (e.g., Program Objective Memorandum (POM), Future Year Defense Plan (FYDP), Defense Guidance, Joint Strategic Planning Systems)

Knowledge of acquisition, development, fielding and life cycle support of simulations, simulators, training and instrumentation systems

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

Ability to execute projects and/or studies within established financial and time constraints

Ability to develop and utilize appropriate data collection techniques

Knowledge of work classifications and the regulatory and statutory restrictions of the expenditures of appropriated and non-appropriated funds

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

Knowledge of program planning and budgeting cycles

Ability to gather, analyze, and present facts

Ability to identify problems and develop innovative solutions

Ability to communicate orally and in writing

Ability to negotiate

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 advise others