

Classification: Program Analyst, NH-0343-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: Project Support Group

3rd Div: Finance Directorate

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:** 5/20/03

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:** 5/20/03

FLSA: Exempt **BUS Code:** 7777 **CL:** 210

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: various **Mobilization:**

Envir. Diff: **Career Prg ID:** 11

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 [X] Neither

Citation 1: USOPM PCS for 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:

Position is located in the Finance Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Program Analyst, NH-0343-II

III. Duties:

Participates in analysis of current and projected acquisition programs to evaluate actual or potential effectiveness in achieving objectives and in performing financial management duties of programs assigned.

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

Identifies new program resource needs upon consideration of such factors as the impact of trends and the effect of actual or probable legislative action and participates in developing and recommending program objectives, requirements, and the allocation of resources required.

Participates in development of 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. Drafts conclusions and recommendations based on analyses and evaluations for presentation to management officials for their use in ensuring efficiency, economy, and balance in the development and execution of operation programs.

Participates in a wide range of analytical, technical and advisory functions related to acquisition process. Provides analysis related to 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.

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

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 the DoD Planning, Programming, and Budgeting Systems (PPBS), 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 policies, processes, procedures, and regulations governing budgetary processes

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

Ability to interpret and apply rules, regulations, and procedures

Knowledge of program planning and budgeting cycles

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 develop and utilize appropriate data collection techniques

Ability to communicate orally and in writing

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