

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **NLI2497**

2. Reason for Submission: Redescription, Reestablishment, New, Other

3. Service: Hdqtrs., Field

4. Employing Office Location: **ORLANDO, FL**

5. Duty Station: **ORLANDO, FL**

6. OPM Certification No.

7. Fair Labor Standards Act: Exempt, Nonexempt

8. Financial Statements Required: Executive Personnel Financial Disclosure, Employment and Financial Interests

9. Subject to IA Action: Yes, No

10. Position Status: Competitive, Excepted (Specify in Remarks), SES (Gen.), SES (CR)

11. Position Is: Supervisory, Managerial, Neither

12. Sensitivity: 1-None, 2-Sensitive, 3-Critical, 4-Special

13. Competitive Level Code: **1204**

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	WORKFORCE OPERATIONS ANALYST	GS	0301	12	EW	4/19/99
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment: **DEPARTMENT OF THE ARMY (DA)**

c. Third Subdivision: **Human Resource Management Division, CSH**

a. First Subdivision: **US ARMY MATERIEL COMMAND (AMC)**

d. Fourth Subdivision

b. Second Subdivision: **SIMULATION, TRAINING & INSTRUMENTATION CMD**

e. Fifth Subdivision

Employee Review: This is an accurate statement of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory 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 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 violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor: **E. Fred Whitaker, Chief, Human Res Mgt Div**

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature:  Date: **4/19/99**

Signature: _____ Date: _____

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position: **Administrative Analysis, GradeEval Guide, (TS-98) 8/90. US OPM PCS for GS-343, (TS-98) 8/90. USOPM PCS for GS-301 (TS-34) 11/79**

Typed Name and Title of Official Taking Action: **James B. Godwin, Jr., Chief of Staff**

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature:  Date: **4/19/99**

Signature: _____ Date: _____

23. Position Review	INITIALS	DATE								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks: **Position is at the full performance level. BUS: 8888**

25. Description of Major Duties and Responsibilities (See Attached)

INTRODUCTION

Position is located in the Chief of Staff, Human Resources Management Division of (CSH) of Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations and simulators; instrumentation, targets and threat simulation. The commander centrally directs, coordinates, and supports the materiel development, acquisition and sustainment activities through the matrix organization and four Project Managers. These divisions perform technology-based management, concept formulation, acquisition management and technical contract management of simulations, simulators, training systems and instrumentation projects assigned to STRICOM.

Incumbent must be able to obtain and maintain a SECRET clearance.

MAJOR DUTIES

Serves as a human resources advisor as a member of STRICOM-wide, multi-disciplinary Personnel Laboratory Demonstration Project. Provides management information through the combined use of analytical ability, practical and theoretical knowledge of the various human resources management processes, theories and techniques; and comprehensive knowledge of the policies, regulations and precedents applicable to human resource management programs.

1. Serves as a member of STRICOM-wide, multi-disciplinary Personnel Laboratory Demonstration Project effort that involve critical human resource and management issues with extensive scope, complexity, and impact throughout a complex organization with interrelated processes and functions. Actively participates in reviews and studies to determine the most efficient and cost effective means of accomplishment. Gathers information from higher headquarters, other STRICOM elements, STRICOM senior management and other affected activities, identifies critical issues and goals for STRICOM; and develops plans that consider personnel, budget, manpower and other management requirements. Assignments may impact the total serviced population and may include: researching and writing local policy letters dealing with any of the personnel functions. Seeks to reach consensus on approach among various staff elements and higher echelon representatives. Provides recommendations and proposed plans to senior management via final staff studies and briefings. Prepares proposed Personnel Laboratory Demonstration Plan to include notice of intent to implement for publication in the FEDERAL REGISTER. Advises management and staff elements regarding their role in planning and implementing STRICOM-wide initiative, and ensures all elements of STRICOM have a consistent understanding of the overall STRICOM approach related to the initiative. Prepares and occasionally presents formal and informal presentations for STRICOM personnel pertaining to the Personnel Laboratory Demonstration Project to assure full understanding, uniform implementation, and efficiency.

75%

2. Conducts assigned portions of studies and assists in the development of initiatives to improve management processes and systems using the most efficient utilization of human resources. Prepares, compiles, publishes, and ensures the validity and accuracy of data developed and uniformity in analysis reports and studies. Studies ongoing reorganizations to accommodate downsizing within the command. The majority of reorganizations involve the reduction or realignment of existing positions within established organization structures, requiring some analysis to effectively accomplish recruitment and placement, conduct RIFs, and assess training needs and process personnel actions. Collects and analyzes pertinent organizational workload data and information to quantify and justify resource requirements; develops statistical and narrative data to justify any changes and recommendations. Provides management with accurate cost information, i.e. contingency plans. Prepares and presents briefings to managers on study findings and recommendations.

- Obtains automated system data to gather information. Coordinates studies and projects requiring input from functional areas and ensures proper coordination of study and project outcomes with appropriate management officials.

25%

Performs other duties as assigned.

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

LEVEL 1-7 - 1250 POINTS

- Knowledge of human resource, budget and manpower management, to include understanding of human resource management principles and policies, to participate as a team member in multi-disciplinary studies and analyses of critical management issues such as Personnel Laboratory Demonstration Project, strategic downsizing, geographic realignments, reorganizations and mission changes.

- Knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of personnel program operations.

- Knowledge of analytical, qualitative and quantitative analytical management methods, and a thorough understanding of organizational behavior, management and problem solving techniques, and their application to the various aspects of the mission, doctrine, and strategy of the Army, AMC, and STRICOM.

- Understanding of the automated database systems to integrate their use and obtain data and acceptance into CSH Division's everyday business practices.

- Knowledge of pertinent laws, regulations, policies, and precedents which affect the use of personnel program and related support resources.

- Knowledge of the major issues, program goals and objectives, work processes and administrative operations of the organization.

- Ability to communicate effectively, both orally and in writing, with a variety of audiences, including technical, professional and administrative specialists at all organizational levels.

FACTOR 2, SUPERVISORY CONTROLS - LEVEL 2-4 - 450 POINTS

The employee and supervisor develop a mutually acceptable project plan that includes identification of the work to be done, the scope of the project, and deadlines for its completion. Within the parameters of the approved plan, the employee is responsible for planning and organizing the study, and conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects are reviewed by the supervisor for compatibility with organization goals, guidelines, and effectiveness in achieving intended objectives.

FACTOR 3, GUIDELINES - LEVEL 3-3 - 450 POINTS

The guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. Guidelines do not go into detail as to the methods used to accomplish the project. Within the context of broad regulatory guidelines, the employee may refine or develop more specific guidelines.

FACTOR 4, COMPLEXITY - LEVEL 4-5 - 325 POINTS

The work consists of projects and studies that require analysis of interrelated issues of effectiveness, efficiency, and/or productivity of substantive personnel programs (i.e., Personnel Lab Demonstration, running the VERA/VSIP, QDR, and possible RIF). Assignments require developing detailed plans, goals, and objectives for the long-range implementation and administration of the program. Decisions about how to proceed in planning, organizing, and conducting studies are complicated by conflicting program goals and objectives. The work requires significant and extensive coordination and integration of projects. Assignments are further complicated by the need to deal with subjective concepts such as value judgments. Options, recommendations, and conclusions developed by the employee take into account and give appropriate weight to uncertainties about the data and other variables that affect the long-range personnel program performance.

FACTOR 5, SCOPE AND EFFECT - LEVEL 5-4 - 225 POINTS

The work involves establishing criteria to measure and/or predict the attainment of program or organizational goals and objectives, promulgating program guidance for application across organizational lines, and/or evaluation of program effectiveness. The work contributes to the improvement of productivity, effectiveness, and efficiency in program operations and/or

administrative support activities and affects the plans, goals, and effectiveness of missions and programs at STRICOM.

Factor 6. Personal Contacts and 7. Purpose of Contacts. _____
Level 3c - 180 Points

The employee regularly meets with persons representing organizations or groups from outside the employing organization, i.e., contacts with program officials within the Army, Navy, Department of Defense, consultants, contractors and program officials for formal and informal meetings and conferences which may require extensive coordination.

The purpose is to influence personnel, managers or other officials to accept and implement findings and recommendations on personnel program implementation. Employee will encounter resistance due to such issues as organizational conflict, competing objectives, resource problems and personnel issues that effect organizational employee's career and livelihood.

FACTOR 8, PHYSICAL DEMANDS - LEVEL 8-1 - 5 POINTS

Work is generally performed in an office setting. A moderate amount of walking and standing is required when attending meetings and conferences, and in visiting other offices and buildings.

FACTOR 9, WORK ENVIRONMENT - LEVEL 9-1 - 5 POINTS

Most work is performed in a properly heated and ventilated, air conditioned, and well-lighted office setting.

Total Points: 2890