

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Orlando, FL.	5. Duty Station	1. Agency Position No. NL12564
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive	
13. Competitive Level Code 0900		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	IT SPECIALIST (SYSANALYSIS)	GS	2210	09		
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 Chief of Staff (CS)
a. First Subdivision U.S. Army Materiel Command (AMC)	d. Fourth Subdivision Information Systems Division (CSI)
b. Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)	e. Fifth Subdivision

19. Employee review - This is an accurate description 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 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.

a. Typed Name and Title of Immediate Supervisor
James McBrayer, Chief, Information Systems Division

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

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
OPM Job Family PCS for Administrative Work in the Information Technology Group, GS-2200, May 01. Series covered by this standard: Information Technology Management, GS-2210.

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	Signature	Date
	2/14/12		13 March 2012

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
This is an upward mobility or developmental position training to the full performance level of GS-11, Position No. NL12565. The duties assigned prepare the employee for full performance in the career ladder; are performed under closer supervision, and are commensurate with the grade of this position. Promotion is based on satisfactory performance, recommendation of the supervisor, the availability of funds, and work at the higher level. This is not a complete description without the full performance level PD attached.
BUS: 7777

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

INTRODUCTION

This position is located in the office of the Chief of Staff, Information Systems Division (CSI) within the Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of 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; major test instrumentation; targets and threat simulators; and distributed interactive simulation. The mission includes cradle-to-grave life cycle acquisition with each phase of the acquisition process. CSI provides information technology products and services that are linked to STRICOM's business goals and objectives. CSI formulates command policy for automated information needs of STRICOM to ensure all data used to: track training device acquisition milestones; the logistics support for training devices; and contract and financial data; is maintained in a common database. CSI develops strategies for managing office automation initiatives to continuously enhance productivity within the Command.

The purpose of this position is to serve in matters pertaining to customer requirement analysis and managing the design, development, and implementation of computer systems. Particular emphasis lies in areas of planning and project management to clearly define business processes and customer requirements for information technology (IT) products.

MAJOR DUTIES

1. Serves as project manager for the analysis, evaluation, development and implementation of computer based systems used for managing the Command's routine and recurring office automation requirements. Participates as a member on Integrated Process Teams. Responsibilities include planning, organizing, managing tasks and resources to accomplish implementation of IT capabilities with consideration to constraints such as time, schedule and performance. Achieves specific objectives within deadlines, tracks project requirements and generates project schedules which outline required resources. Monitors and evaluates contractor progress. Projects usually require resolving commonly encountered work problems and deviations in order to affect their solution. The major goal is to enhance and improve productivity in the office place.

25%

2. Serves as STRICOM Telecommunications Officer (TCO) responsible for the development of a telephone system usage control program that is cost effective and provides reasonable assurance that the telephone system is used in the best interest of the government.

Serves as the Command System Administrator for servicing over 1000 stations for the Private Automated Branch Exchange (PABX). Responsibilities include customer requirement analysis, determinations, using detailed knowledge of system capabilities, detection of system errors and data analysis/validation. Responsible for the procurement, distribution and billing of phone cards and cellular phones charges. Interacts with various telecommunication vendors and Naval Air Warfare Center Training Systems Division (NAWCTSD) to meet the telecommunications requirements of the Command.

20%

3. Participates in the planning of the annual IT budget to support technology research and program requirements. Updates the Management Information Systems (MIS) Board on Information Management Systems Projects, schedules, purchases and budget. Provides weekly status reports on projects to supervisor.

15%

4. Responsible for the Command's Procurement System in support of meeting customer requirements for IT products and services. Tracks and monitors IT procurement requests. Coordinates with appropriate financial and support service personnel to ensure timely delivery of requested IT products and services. Reviews the internal policies and procedures pertaining to IT procurements. Based on this review and analysis makes recommendations to streamline the process and create a more timely response to the customer.

20%

5. Responsible for the Command's record management requirements. Make recommendations as to how IT principles may be applied to meet Department of the Army (DA) or Department of Defense (DOD) record management regulations.

10%

6. Keeps abreast of technology advances in the automation arena and makes recommendations pertaining to the new hardware and communications that will enhance STRICOM's business operations. Maintains continued communication within the Command's offices and outside activities such as other DoD commands and industry.

10%

Performs other duties as assigned

FACTOR 1 - KNOWLEDGE REQUIRED - Level 1-6 - 950 Points

Knowledge and skill to assist in identifying and specifying business requirements for new and enhanced systems; prepare routine and recurring business cases and feasibility studies and; develop basic system specifications.

Knowledge of contractual principle arrangements involving information technology (IT) to accomplish routine and recurring implementation projects using contracted IT resources.

Knowledge of STRICOM business units, processes and software applications to assist in recognizing opportunities to manage introduction of new technologies in those processes.

Knowledge in system capabilities, detecting system errors and data analysis/validation.

Knowledge of the Information Systems Division programs, objectives and characteristics of the resources and infrastructure, i.e. hardware, software, and telecommunications equipment in use at STRICOM.

Knowledge of project analytical methods as it applies to all aspects of the Command information systems.

Knowledge of design and development stages of software/hardware advanced technology products to prepare recommendations for changes in policies and strategies required to integrate new technology into basic hardware, software and communications architecture supporting business processes directly related to training and simulation technology programs.

Skill in project management.

Skill in planning, implementing and evaluating a wide variety of technology programs that support the objectives of training and simulation programs.

Skill to participate as a member of integrated product teams (IPTs).

Skill in problem identification and analysis techniques/reasoning to assist in the assessment of functional requirements directly related to support of training and simulation programs to generate an annual budget.

Ability to adapt precedents or make significant departures from previous approaches in determining information needs.
Ability to analyze business systems and processes and make recommendations for improvements.

Ability to analyze data and/or information and draw conclusions on quantitative and substantive qualitative information on own initiative.

Ability to use commercial software packages and custom information systems to record, track and report data as to management.

FACTOR 2 - SUPERVISORY CONTROLS - Level 2-3 - 275 points

Within a framework of priorities, funding and overall project objectives (e.g., cost reduction, improved effectiveness and efficiency, better workload distribution, or implementation of new work methods), the supervisor outlines possible problem areas and defines objectives, plans, priorities, and deadlines. Assignments have clear precedents requiring successive steps in planning and execution. Incumbent plans and carries out assignments in accordance with accepted policies and practices; adheres to instructions, policies, and guidelines in exercising judgment to resolve commonly encountered work problems and deviations; and brings controversial information or findings to the supervisor's attention for direction. The supervisor provides assistance on controversial or unusual situations that do not have clear precedents; reviews completed work for conformity with policy, the effectiveness of the employee's approach to the problem, technical soundness, and adherence to deadlines; and does not usually review in detail the methods used to complete the assignment.

FACTOR 3 - GUIDELINES - Level 3-3 - 275 points

Guidelines include Army regulations, federal laws, policy statements, procedures, practices and other material governing information systems administration and management of functions, organizations and employees as well as STRICOM mission and function statements. Often these guidelines do not apply specifically to issues and problems or have gaps in specificity. Precedents are available outlining the preferred approach to more general problems or issues.

Incumbent uses judgment in researching choosing, interpreting, modifying, and applying available guidelines for adaptation to specific problems or issues. Initiative is used in researching technologies to satisfy particular requirements. The employee applies judgment in evaluating and advising management on the advantages/impacts of incorporating new technology into basic hardware/software/communications architecture.

FACTOR 4 - COMPLEXITY - Level 4-3 - 150 points

Assignments consist of a variety of duties that involve many different and unrelated processes and methods pertinent to the IT field. They typically involve technical analysis, evaluation, development and implementation of computer based systems used for managing the Command's routine and recurring office automation requirements. Typical assignments require developing detailed plans, goals, and objectives for the implementation and administration of the projects, and evaluating the effectiveness of the proposed projects.

Decisions about how to proceed in planning, organizing and conducting studies requires deciding what needs to be done based on analyses of the subjects and issues and selecting appropriate courses of action from many acceptable alternatives. Participates in the integration efforts of a design team consisting of multiple IT specialties in accomplishing individual components of the development efforts.

The employee identifies and analyzes important factors and conditions in order to recognize and apply an understanding of interrelationships among different IT functions and activities. Options, recommendations, and conclusions developed by the incumbent require judgment to interpret data, plan the work, and refine the methods and techniques being used. Works closely with the applications development team and customers throughout the software design process.

FACTOR 5 - SCOPE AND EFFECT - Level 5-3 - 150 points

Scope of the work involves a variety of common problems, questions, or situations that are dealt with in accordance with established criteria.

Work significantly affects the design, testing, implementation, operation, or support of IT systems; or the quality and reliability of services.

FACTOR 6, PERSONAL CONTACTS &

FACTOR 7, PURPOSE OF CONTACTS - 3c - 180 Points

Contact includes STRICOM Commander, Deputy to Commander, Directors, Project Managers, management analysts, budget analysts, program/project managers and other STRICOM managers. Contacts also are maintained with outside activities such as other DoD commands and industry. Within STRICOM, the supervisor provides assistance on controversial or unusual situations that do not have clear precedents when presenting controversial and critical observations, findings and recommendations (for substantial changes in customary work operations) in dealings with line managers and supervisors within the organization.

Purpose of contact is to influence others to utilize particular technical methods or procedures, or to persuade others to cooperate in meeting objectives when there are problems in securing cooperation. Continual liaison with industry trading partners and others outside STRICOM required to exchange information and implement revised business practices.

FACTOR 8 - PHYSICAL DEMANDS - Level 8-1 - 5 Points

Work is mostly sedentary. Some work may require walking and standing in conjunction with travel and to attendance at meetings

and conferences away from the work site. Some employees may carry light items such as papers, books, or small parts, or drive a motor vehicle. The does not require any special physical effort.

FACTOR 9 - WORK ENVIRONMENT - Level 9-1 - 5 Points

The work area is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions.

NON-CRITICAL ACQUISITION POSITION

The employee must meet DoD 5000.52-M requirements applicable to the duties of the position.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NW 12564

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."