

Classification: Quality Assurance Specialist, NH-1910-III

Local Title:

Employing Office Location: Orlando, Florida

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: Engineering 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: Edwin A. Trier

Title: Director, Research and Engineering

Signature: _____ /s/ _____ **Date:** 4/3/03

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:** 4/4/03

FLSA: Exempt **BUS Code:** 7777 **CL:** 324

Drug Test: No **Emergency Ess:**

Key Position: **OPM Functions Code:**

Sensitivity: NCS **Status:** Competitive

Reason for Submission: Acq Demo Conversion **Subject to IA:** No

Previous PD Number: **Mobilization:**

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

Acq Posn Category: H **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 Confidential Financial

Supervisor Manager Neither

Citation 1: USOPM PCS for Quality Assurance Series, GS-1910 TS-67 March 1983

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 a Division of the Engineering Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Quality Assurance Specialist, NH-1910-III

III. Duties:

Performs product risk reduction and assessment of the total of characteristics of contractual deliverables to the Government that bear on their ability to satisfy stated and implied product performance needs as PEO STRI Product Risk Reduction and Performance Assessment Manager. Concerned with the broad spectrum of complex electronic, electromechanical, and computer based training systems and instrumentation developed and produced by PEO STRI. Includes: Recommending or specifying appropriate levels of product risk reduction and performance assessment for inclusion in contracts; preparing or reviewing performance assessment provisions of performance specifications, assessing design and development activities for consideration of production and manufacturing characteristics, minimization of product performance risks, and long-term user satisfaction.

Participates in performance risk assessment fact-finding and negotiation of contracts and contract changes to ensure reasonable and proper levels of performance effort are established and that contractual agreements are consistent with the desired product quality level. Defines critical system elements and product performance characteristics and assesses risk reduction controls over materials, sources, and manufacturing. Designs, organizes and carries out large-scale projects or special studies related to overall program administration, product risk or product performance assessment issues.

Serves as Subject Matter Expert providing advice and consultation with respect to production and manufacturing techniques to integrated product teams, engineers, project

directors, and management. Reviews production and manufacturing processes and plans and their impact upon product acceptability. Partners with industry team members to identify plans of action that will facilitate manufacture of products that meet user expectations for quality consistent with the manufacturers need to make a fair profit

Performs other duties as assigned.

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.

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

Knowledge, Skills, And Abilities (KSAs) For Qualification Purposes

Knowledge of principles, concepts and methodology related to best-industry-practice quality programs

Skill in assisting industry team members in applying this knowledge to the planning and accomplishment of development, production, and manufacture of complex training and instrumentation systems

Knowledge of the capabilities and applications of training and instrumentation system technology such as lasers, pyrotechnics, noise and simulation techniques including pertinent quality characteristics, manufacturing methods and techniques, special processes, interrelationship of functional parts and sub-assemblies, measurement and test techniques

Skill in developing and analyzing product quality control strategies and approaches

Skill in coordinating quality assurance strategies and programs with contract administration, engineering, production, manufacture, procurement, and supply processes

Skill in investigating, analyzing and effecting corrective action on complex quality problems

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

Knowledge of current modeling and simulation principles, techniques, processes, regulations, and policies

Ability to communicate orally and in writing

Ability to work cooperatively as a member of a team

Ability to advise others