

Classification: Information Technology Specialist, NH-2210-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: Corporate Information Office

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: James H. McBrayer

Title: Chief Information Officer

Signature: _____ /s/ _____ **Date:** 16 April 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:** 4/17/03

FLSA: Exempt

BUS Code: 7777 **CL:** 308

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:

Acq Posn Category: R

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 Administrative Work in the Information Technology Group, GS-2200 May 2001

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 Corporate Information Office, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Information Technology Specialist (SYSANALYSIS), NH-2210-III

III. Duties:

The purpose of this position is analyze customer requirements and manage the design, development, and implementation of computer systems, particularly in areas of planning, software integration, data warehousing, enterprise resource planning, business process reengineering and automation techniques.

1. Serves as consultant, expert, and advisor in the application of state-of-the-art computer database methodologies to solve problems in the areas of Office Automation, Automated Information Systems, Data Base Design and Integration, Communications and Client Server applications. Advises management on the advantages/impacts of incorporating the new technology into the current hardware/software/communications architecture. Analyses of potential applications include qualitative and quantitative analyses in the form of a formal business case addressing factors such as return on investment (ROI) and break-even points. Prepares hardware and software specifications for work to be contracted, sets test requirements and validation procedures to measure quality and reliability.

2. Provides advice and guidance to ensure emerging technological capabilities integrate into the existing architecture base and satisfies functional end user requirements. Markets recommendations of technological advancements having a major impact on current and planned application of Information Technology (IT) resources. Maintains a broad state-of-the-art technical knowledge in these areas. Provides research and evaluation of state-of-the-art technological areas related to the engineering of application software systems. Recommends policy and procedural changes through the PEO STRI Engineering Process Group to enhance/improve Division and PEO STRI productivity. Maintains currency within field of expertise by

routine review and study of appropriate trade journals, text books, seminars, courses, etc.

3. Performs IT project management functions within the Information Systems Division. Serves as senior/lead project manager for the analysis, evaluation, development and implementation of computer-based systems used for managing PEO STRI's varied office automation requirements. Works as an Integrated Process Team (IPT) Lead. Responsibilities include planning, organizing, managing tasks and resources to accomplish implementations 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 are complex and usually require innovative techniques in order to affect their solution. The major goal is to enhance and improve productivity in the office.

4. Participates in the planning of new technology through the development 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. Participates actively in the Overarching Integrated Project Team (OIPT) to introduce new customer requirements for technology. Provides weekly status reports on projects to supervisor.

5. Participates in the Capability Maturity Model (CMM) process through the Engineering Process Group providing recommendations within the Division for improvement in the business practices used within software development life cycle. Proposes new policy and standard operating procedures to the Quality Management Board.

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 design and development stages of software and hardware advanced technology products

Knowledge of PEO STRI business processes and software applications

Knowledge of data warehousing, enterprise resource planning and system development life cycle concepts

Knowledge of software management techniques

Knowledge of business process engineering concepts and methods

Ability to communicate orally and in writing

Ability to plan and organize work

Ability to identify problems and develop innovative solutions

Ability to provide guidance to customers

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

Ability to advise others