

Classification: Management Analyst (Human Resources), NH-0343-III

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: Business Operations 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: Jerry L. Stahl

Title: Business Operations Executive (Acting)

Signature: _____ /s/ _____ **Date:** 4/21/03

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: Jerry L. Stahl

Title: Business Operations Executive (Acting)

Signature: _____ /s/ _____ **Date:** 4/21/03

FLSA: Exempt **BUS Code:** 7777 **CL:** 317

Drug Test: No **Emergency Ess:**

Key Position: **OPM Functions Code:**

Sensitivity: NCS **Status:** Competitive

Reason for Submission: New **Subject to IA:** No

Previous PD Number: **Mobilization:**

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

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 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 Business Operations Office, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI), Orlando, FL

II. Position information:

Management Analyst (Human Resources), NH-0343-III

III. Duties:

Incumbent serves as a staff analyst, evaluator, and advisor to management on the effectiveness and efficiency with which PEO STRI carries out assigned functions, with emphasis on Human Resource management functions, [including the DoD Civilian Acquisition Workforce Personnel Demonstration Project \(AcqDemo\)](#), and designing and recommending processes and policies for those functions.

Responsible for analyzing, planning, recommending, coordinating, and executing various analytical and processing functions, necessary for the operation of the PEO STRI, related to effective and efficient utilization of human resources within applicable laws, regulations and Agency guidelines.

Researches and provides comprehensive analysis and advice to management on emerging, new or revised administrative policies, regulations, and procedures, particularly as impacting on human resources management [and AcqDemo](#), that affect the organization.

Provides single point interface between the PEO STRI organizational elements and the servicing Human Resources Office and Human Resources Service Center. Coordinates, investigates, organizes and advises management officials within PEO STRI on various administrative practices, personnel requirements and special studies and projects either assigned or undertaken on own initiative.

Coordinates assigned functions with managers and supervisors to discuss work-related changes affecting their organizations and provide recommendations for improvement. Designs and oversees maintenance of a comprehensive database of personnel data and position information that is necessary in managing the Center, making organizational decisions, and in extracting pertinent data for various reports and Request for Personnel Actions.

Develops detailed plans and directs or conducts comprehensive management studies dealing with proposed significant changes in workload, manpower authorizations, personnel management systems, or other matters impacting on human resource utilization, to identify problems and propose solutions to maximize effectiveness. Boundaries of the studies and impact of the proposed changes are extremely broad and difficult to determine in advance—actual limits are developed as the study proceeds.

Serves as liaison between PEO STRI and the local servicing personnel office (Human Resource Office) and the off-site Human Resource Service Center (HRSC) who service PEO STRI personnel, and various headquarters elements, to stay informed on issues related to personnel planning and management, reorganization, organization structuring, position management, on-going, proposed or pending personnel demonstration projects ([AcqDemo](#)), RIF, merit promotion programs, and manpower utilization and coordinates actions with the financial and manpower offices.

Collaborates with personnel specialists and leads or performs studies to identify problems and/or devise solutions to management problems arising from changes in work, changes in personnel systems, changes in organizational structure or as the result of grievances/formal complaints. Coordinates with manpower specialists for maintenance of the PEO Table of Distribution and Allowances (TDA). Performs analytical and advisory tasks relating to impacts, and effectiveness of proposed or on-going realignments and reorganizations. Assists in the design and conduct of surveys to gain valid information and realistic identification of manpower requirements and to identify and confirm personnel impact of proposed or implemented changes.

Advises and assists managers in further developing their organizations, e.g. advising on and assisting with keeping Position Requirement Documents (PRDs) current, analyzing and recommending on proposed changes in organizational structure, appropriate balance of and allocation of series/grades, mission/function statements, advising on skills sources/availability/utilization.

Develops and/or refines policy and procedures for management and control of PEO STRI human resources, including development of internal human resources policy and processes consistent with agency and Federal guidelines. Develops and maintains processes for keeping PEO STRI personnel informed on Human Resource and [AcqDemo](#) issues and providing access to data for managers and personnel related to human resources such as procedures for

processing personnel action requests, applying for other positions, identifying and communicating the content of PEO STRI position requirements documents, etc.

Develops strategies and initiatives to ensure that the PEO workforce is properly staffed in order to stay abreast of unique human resource needs as a result of downsizing, structural, and organizational changes. Is assigned to various strategic planning committees and task forces to analyze complex human-resource-related issues. Acts as a lead on teams and projects when necessary.

Serves as expert planner, analyst, and advisor to PEO STRI management.

Utilizes a broad practical knowledge of the capabilities, facilities and missions of the PEO to perform assigned special projects and responsibilities relative to human resource requirements. Analyzes and coordinates PEO personnel requirements with supervisor and other management officials for actions crossing all levels within the PEO. Consolidates data and prepares analyses and required reports for the PEO. Attends meetings, conferences and training sessions with management, operating officials and higher headquarters personnel to disseminate planning guidance, coordinate various administrative program activities, and discuss and advise on human resource issues. Maintains liaison with higher headquarters and the Army Support Center, ASA(ALT) to obtain, clarify, or submit information pertinent to human resource issues or any special projects assigned. Provides management advisory services to PEO management.

Analyzes proposed changes to regulations and provides expert analysis, comments and coordinates for response. Advises on impact of potential changes in personnel regulations, programs and laws and appropriate PEO STRI and recommends response to such changes. Coordinates administrative taskers between ASC, managers and PEO executive office for response and prepares comments. Researches answers to novel or unusual situations that involve various questions raised by PEO STRI management officials or employees. Coordinates the resolution of key personnel issues with the servicing personnel office. Acts as the lead for performance management issues for PEO STRI. Works on new business initiatives such as teaming concepts and performance management.

Performs other duties as assigned.

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.

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.

V. Staffing KSA's

Knowledge of goals, resources, objectives, organizations, functions, and sources pertinent to the program(s) and the organizations studied or served, and related customers, functions, resources, and users

Current thorough knowledge of the agency and Federal Human Resource Management regulations, laws, standards, guidelines and related processes

Basic knowledge of the procedures, processes, requirements and flexibilities of the DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo) and the Contribution-based Compensation and Appraisal System (CCAS).relating to recruitment, paysetting, performance appraisal, and awards

Ability to recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations

Ability to research, analyze, interpret and apply rules, regulations, and procedures

Ability to organize and lead special study teams and task forces with members from different organizations

Ability to develop and utilize appropriate data collection techniques

Ability to communicate orally and in writing

Ability to advise others

Ability to access or locate information through the use of a personal computer or terminal