

**Classification:** Resource Systems Analyst, NH-0301-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)  
 1<sup>st</sup> Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)  
 2<sup>nd</sup> Div: Project Support Group  
 3<sup>rd</sup> Div: Finance Directorate  
 4<sup>th</sup> 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:** Jo Ann Hathaway

**Title:** Director, Resource Management

**Signature:** \_\_\_\_\_ /s/ \_\_\_\_\_ **Date:** 4/30/03

**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:** 4/30/03

<b>FLSA:</b>	Exempt	<b>BUS Code:</b>	7777	<b>CL:</b>	333
<b>Drug Test:</b>	No	<b>Emergency Ess:</b>			
<b>Key Position:</b>		<b>OPM Functions Code:</b>			
<b>Sensitivity:</b>	NCS	<b>Status:</b>			
<b>Reason for Submission:</b>	Acq Demo Conversion	<b>Subject to IA:</b>	No		
<b>Previous PD Number:</b>	10869	<b>Mobilization:</b>			
<b>Envir. Diff:</b>		<b>Career Prg ID:</b>			
<b>Acq Posn Category:</b>	A	<b>CAPL Number:</b>			
<b>Acq Career Level:</b>	3	<b>Acq Posn Type:</b>			
<b>Acq Special Asgmt:</b>		<b>Acq Prog Ind:</b>			
<b>Career Spec – Primary:</b>		<b>Career Spec – Sec:</b>			
<b>Cont Job Site:</b>		<b>Mobility:</b>			
<b>Financial Disclosure:</b>	[ ] Public Financial		[ ] Confidential Financial		
	[ ] Supervisor	[ ] Manager	[ X ] Neither		
<b>Citation 1:</b> USOPM PCS for GS-301, TS-34, 11/79					
<b>Citation 2:</b> 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 Finance Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Resource Systems Analyst, NH-0301-III.

III. Duties:

Position is a Resource Systems Analyst for assigned PEO, major Army and Department of Defense-wide automated information systems with specific emphasis on funding and program analysis of assigned programs. Incumbent is responsible for internal and external financial systems (payroll, time and attendance, travel, etc.) and accounting procedures.

Performs analysis and evaluates functional areas as resources (including funding, labor, budgeting, financial management, etc.) required to accomplish assigned projects and provides reporting capabilities. Evaluates all aspects of new and/or established financial processes, policies, work operations and progress, resource requirements, and other related matters. Determines the type and quantity of data required to respond to problems or issues and determines the appropriate methods of securing data based on depth of analysis required and time available. Uses internal and external automation tools, has open discussion with PEO STRI, PM, DA or OSD operating officials, and review of legislative directives, policies, plans, reports, schedules, records and similar materials. Based on results of corrective actions to correct deficiencies, and serves as an advisor to management on how to stay within objectives and still maintain effectiveness of processes. Analyzes new or proposed legislation or regulations and recommends needed modifications, enhancements, and clarification to improve performance of the defense mission.

Plans, directs, coordinates, evaluates and reports financial management issues relative to all financial systems and accounting practices.

Provides HQDA/OSD/PEO STRI decision makers with objectively based data and analysis for evaluating and responding to issues and problems on resources, systems and accounting. Attends meetings to provide recommendations on assigned financial system capabilities and limitations. Maintains contact with other services' and outside agencies' experts concerned with assigned programs of mutual interest. Prepares resource-related, accounting and financial system briefings. Reviews, analyzes, and determines necessary actions to accomplish requested related tasking.

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.

#### **Selective requirements**

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.**

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

Knowledge of all phases of the Planning, Programming, Budgeting, and Execution System (PPBES)

Knowledge of the interrelationships between the standard payroll, timekeeping, personnel and accounting systems, project management system and other installation systems and their functions and processes

Knowledge of project management, labor management and accounting management systems

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

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

Ability to communicate orally and in writing

Ability to plan and organize work

Ability to lead others.