

Classification: Electronics Engineer, NH-0855-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: 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

Signature: _____ /s/ _____ **Date:** 5/22/03

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

Signature: _____ /s/ _____ **Date:** 5/22/03

FLSA: Exempt **BUS Code:** 7777 **CL:** 337

Drug Test: No **Emergency Ess:**

Key Position: **OPM Functions Code:** 13

Sensitivity: NCS **Status:** Competitive

Reason for Submission: Acq Demo Conversion **Subject to IA:** Yes

Previous PD Number: **Mobilization:**

Envir. Diff: **Career Prg ID:** 16

Acq Posn Category: S **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 Electronics Engineering Series, GS-0855TS-3 February 1971

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).

II. Position information:

Electronics Engineer, NH-0855-III.

III. Duties:

DESCRIPTION OF DUTIES

1. This position serves as a technical adviser to the PEO, Deputy PEO, and Business Operations Executive and represents the PEO in a variety of forums, including technical conferences and meetings at higher headquarters, meetings of professional organizations, trade shows, and similar events. The position also provides oversight to the technical aspects of the projects carried out by organizations within the PEO, to promote horizontal integration of work across project management organizations, and to leverage technology in future projects to maximize the return on investment within the command. Tracks process and product performance, conducts special analytical studies and assessments.

2. Conducts special studies applying technical expertise to provide evaluation and recommendations on a wide range of diverse acquisition problems arising in the development and acquisition of simulation systems. Work efforts require high level interface with the Office of the Secretary of Defense (OSD), Headquarters, Army (HQDA), other Army commands, industry and academia to address unique business, technical, and administrative issues and problems. Issues are typically controversial and have visibility or OSD and DA leadership. Incumbent applies knowledge of engineering and engineering principles, practices and techniques that are key to advising on acquisition procedures and to evaluating, planning and managing projects. Exercises a high degree of judgment and originality in applying engineering knowledge and policy expertise to unique problems.

3. Represents PEO STRI at high level conferences and meetings with representatives of Acquisition Support Center (ASC), DA,

Department of Defense (DOD), Congress, other services and federal agencies, foreign countries, academia and private industry relative to PEO STRI programs and projects. Maintains high level contacts with key military, civilian and private industry officials for planning and coordinating all phases of business planning. Presents and defends the PEO STRI position on matters pertaining to assigned programs and projects and makes recommendations which could commit PEO STRI to a specific course of action. Maintains continuous surveillance of modeling and simulation efforts to ensure PEO STRI is positioned competitively in a market where investment funding is carefully scrutinized.

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.

Security Clearance and Travel 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.

Professional knowledge of electronics engineering as related to modeling and simulation applications

Knowledge of policies, programs, organizations, functions, resources, and legislation affecting the program(s) and the organizations studied or served, and related customers, functions, resources, and users

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

Knowledge of acquisition, development, fielding and life cycle support of simulations, simulators, training and instrumentation systems.

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit including senior executives and General Officers at DA HQ and elsewhere

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

Ability to communicate orally and in writing

Ability to gather, analyze, and present facts

Ability to work cooperatively as a member of a team

Ability to identify problems and develop innovative solutions

Ability to advise others

Ability to give oral presentations