

Requirements Document Cover Sheet
r: 13085

Position Number

Classification: Management Analyst (Manpower), NH-0343-II

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: Mack R. Perry

Title: Business Operations Officer (Acting)

Signature:

//s//

Date: 1 Mar 04

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:
Mike Lozano for Sally Wagner

Title: Director, Human Resources Office

Signature:

//s//

Date: 15 Mar 04

FLSA: Exempt

Drug Test: No

Key Position:

Sensitivity: NCS

Reason for Submission: new

Previous PD Number: none

Envir. Diff:

Acq Posn Category:

Acq Career Level:

Acq Special Asgmt:

Career Spec – Primary:

Cont Job Site:

Financial Disclosure: Public Financial

Supervisor

Manager

Confidential Financial

Neither

BUS Code: 7777

Emergency Ess:

OPM Functions Code:

Status: Competitive

Subject to IA: Yes

Mobilization:

Career Prg ID: 11

CAPL Number:

Acq Posn Type:

Acq Prog Ind:

Career Spec – Sec:

Mobility:

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)

II. Position information:

Management Analyst (Manpower), NH-343-II

III. Duties:

Incumbent is responsible for application of policies, methodologies, procedures and staff guidance for management on manpower planning and execution concepts; application of accepted practices; and the identification, analysis, and development of recommended solutions on manpower management problems associated with planning, execution, and funding. Analyzes manpower requirements, funding requirements, Program Budget Guidance (PBG), and Work Year/End Strength authorizations and execution. Maintains Table of Distribution and Allowances (TDA).

Evaluates civilian and military strength levels. Reviews proposed recruit actions with a focus on organization structure, authorizations, and funding sources. Maintains and analyzes the PEO STRI staffing plan. Analyzes Status of Approved Resources ("218 reports") relating to work years, end-strength, and funding (PBG and actual) execution. Prepares and establishes the TDA to include identification of authorized/required positions with associated funding. Prepares reports. Participates in manpower studies and surveys conducted by higher headquarters and PEO STRI. Obtains necessary reprogramming authority from higher headquarters. Briefs study results to the Program Executive Officer (PEO), Deputy PEO, and PEO STRI managers and executives.

Builds a general understanding of PEO STRI programs and relationships of the acquisition phases and funding source requirements and supports the manpower requests for additional authorizations and manpower realignment requirements during the Program Objective Memorandum (POM) cycle. Provides guidance to managers regarding manpower requirements and execution. Provides

staff advisory service to managers in the determination of manpower requirements, allocation and control of manpower spaces to ensure authorizations and funding executions are synchronized. Recommends development and/or interpretation of rules, regulations, and procedures affecting manpower. Reviews, interprets and implements manpower guidance from higher headquarters.

Meets with appropriate PEO STRI representatives to resolve problems peculiar to PEO STRI goals and interests related to manpower functions. Performs continuous appraisal of the utilization of PEO STRI manpower resources in accomplishing program objectives. Prepares manpower projections and/or other reports reflecting authorization and funding execution for all civilian and military personnel. Monitors actual utilization against planned utilization. Makes recommendations regarding the need for additional or turn back of allocations. Assists in preparing responses to reports of the Inspector General (IG), Army Audit Agency (AAA), General Accounting Office (GAO), other agencies or Congress. Recommends action as needed to assure all manpower targets/ceilings are met. Assists in preparing justification to any higher authority for use during the allocation process. Recommends manpower allocation distribution to offices in accordance with workload, budget, PEO STRI priorities and constraints. Analyzes requests for manpower requirement changes and makes recommendations. Interprets regulations, directives and/or policy statements. Explains effect and impact on the PEO STRI of management action required to achieve conformity or advises on the condition under which exceptions can be made.

Performs other duties as assigned.

IV. Factors:

Factor: 1. - Problem Solving Level II.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts functional technical activities for projects/programs. Identifies, analyzes, and resolves complex/difficult problems. Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.

Factor: 2. - Teamwork/Cooperation Level II.

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 projects/programs. Uses varied approaches to resolve or collaborate on project/program issues. Facilitates cooperative interactions with others. Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

Factor: 3. - Customer Relations Level II.

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 the technical/functional efforts of individuals or team members as they interact with customers. Initiates meetings and interactions with customers to understand customer needs/expectations.

Factor: 4. - Leadership/Supervision Level II.

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.

Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinates, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities.

Factor: 5. - Communication Level II.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates team or group tasking results, internally and externally, at peer levels. Writes, or is a major contributor to, management/technical reports or contractual documents. Presents informational briefings.

Factor: 6. - Resource Management Level II.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and utilizes appropriate resources to accomplish project goals. Optimizes resources to accomplish projects/programs within established schedules. Effectively accomplishes project/program goals within established resource 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.

Knowledge of manpower and financial management principles, concepts, procedures and operations

Ability to analyze and compare funding sources and specific program acquisition phases to terms of planning and execution of associated manpower

Knowledge of the relationships between program plans and budgetary data

Knowledge of policies and regulations governing manpower management, organization and mission, and manpower/funds management

Knowledge of management analysis principles

Ability to apply analytical tools and/or statistical methods

Ability to analyze resource needs, organizational structuring and interfaces

Ability to work cooperatively as a member of a team