

**POSITION DESCRIPTION (Please Read Instructions on the Back)**

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)						3. Service		4. Employing Office Location PATRICK AFB, FL		5. Duty Station PATRICK AFB, FL		1. Agency Position No. NL10958001	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt						8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Competitive Level Code 1253		14. Agency Use	
10. Position Status <input checked="" type="checkbox"/> Competitive Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>						11. Position Is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input checked="" type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive		15. Classified/Graded by		Official Title of Position	
a. U.S. Office of Personnel Management						b. Department, Agency or Establishment		c. Second Level Review		d. First Level Review		Pay Plan	
e. Recommended by Supervisor or Initiating Office						Supv Training Strategy & Plans Analyst		GS		1702		Grade	
										12		Initials	
										BPT		Date	
												15 APR 98	
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, supply)							

18. Department, Agency or Establishment DEPARTMENT OF DEFENSE				c. Third Subdivision DEOMI BRANCH CAMPUS PROGRAM			
a. First Subdivision OFC OF THE DEPUTY ASST SEC OF DEF (EQUAL OPPORT)				d. Fourth Subdivision DEOMI MAIN CAMPUS			
b. Second Subdivision DEFENSE EQUAL OPPORTUNITY MGMT INSTITUTE				e. Fifth Subdivision			

Employee Review—This is an accurate statement of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory 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 violation of such statutes or their implementing regulations.

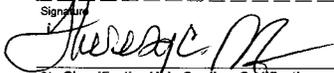
a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

THERESA C. MORRIS, DIR OF ACADEMICS, LTC, USAF

Signature

Date



21 APR 98

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

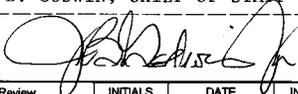
US OPM PCS GS-1702, TRAINING TECHNICIAN SERIES; US OPM GENERAL SCHEDULE SUPERVISORY GUIDE

Typed Name and Title of Official Taking Action

JAMES B. GODWIN, CHIEF OF STAFF

Signature

Date



4-20-98

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	INITIALS	DATE								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

POSITION IS AT THE FULL PERFORMANCE LEVEL

BUS: 8888

25. Description of Major Duties and Responsibilities (See Attached)

## INTRODUCTION

The primary purpose of this position is to direct the Defense Equal Opportunity Management Institute (DEOMI) Branch Campus Program. Military and civilian students who cannot be accommodated at the Main Campus (MC) are trained as Equal Opportunity Advisors (EOAs) through the Branch Campus (BC) program. The main campus is located at the Defense Equal Opportunity Management Institute (DEOMI), Patrick Air Force Base, FL. The Branch Campus (BC) is located at the U.S. Army National Guard Professional Education Center (PEC), Camp Robinson, Little Rock, AR. Students at the Branch Campus receive training originating at the Main Campus through distance learning technology, participate in small group exercises and training led by DEOMI Main Campus-trained instructor/trainer/facilitators at the Branch Campus, receive counseling and assistance in academic studies by DEOMI Main Campus-trained instructor/trainer/facilitators at the Branch Campus, and, are tested in knowledges and skills acquired during the program of instruction. The operational activities of the incumbent will involve staff direction and supervision, classroom instruction, small group facilitation, Equal Opportunity training program research, development, design and implementation.

The organizational location of this position is the Directorate of Academics, DEOMI Main Campus, with duty location at Main Campus, Patrick AFB, FL.

## MAJOR DUTIES

1. Plans and directs the Equal Opportunity Branch Campus Program. Develops procedures, policies and methodologies to govern the operation of the Branch Campus program. Supervises the support staff at the Main Campus and the staff and instructors, trainer, and facilitators at the Branch Campus. Coordinates all matters concerning the Branch Campus program within DEOMI. Analyzes program performance and reports on results to the Director of Academics and the DEOMI Commandant.

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2. Develops curriculum and training programs in support of Equal Opportunity Advisor training. Provides advice and assistance regarding the requirements needed to meet training goals. Evaluates all available training material for inclusion in the Equal Opportunity Branch Campus program, keeping abreast of new developments impacting the training of Equal Opportunity Advisor's. Analyzes and develops recommendations concerning the use of

training methodology and technology, especially distance learning training methodology and technology, which is used to achieve training objectives. Reviews evolving technologies and training programs to identify areas in which new technology can facilitate training effectiveness. 20%

3. Evaluates the effectiveness of the Branch Campus Equal Opportunity Advisor's training program. Makes appropriate recommendations concerning the quality, timeliness, and usefulness of existing and planned Branch Campus training. Advises the Director of Academics and Commandant regarding management of the Branch Campus Equal Opportunity Advisor's program.

- Represents the Director of Academics and DEOMI Commandant in coordination of the Equal Opportunity Branch Campus program with Department of Defense (DoD) components. Works closely with counterparts in DoD components to ensure maximum coordination and mutual benefit, including planning and integration of experimental training techniques with committees, panels, and advisory groups concerning Equal Opportunity Advisor training and technology transfer. 25%

4. Exercises of personnel management related to the accomplishment of assigned mission. Is first line supervisor and is responsible for the full spectrum of personnel administration and management tasks. Manages the work of faculty, staff and contractors in accomplishing the mission of the Equal Opportunity Branch Campus program. Provides technical and administrative guidance to staff. Balances the workload of the unit to ensure staff has developmental opportunities, individual talents are fully utilized, and sufficient back up exists on all program activities. Initiates or recommends personnel or position actions; develops or participates in the development of job performance standards and individual development plans; observes and evaluates subordinates' performance. Plans the work to be done by subordinates, sets priorities, schedules completion, establishes performance standards, evaluates work and administration matters, and identifies and schedules required training. Supports and utilizes special emphasis programs designed to provide promotional opportunities. Supports Equal Employment Opportunity and Affirmative Action plans to increase minority and female representation. 25%

**Performs other duties as assigned.**

**Factor 1, Knowledge Required by the Position.**

A comprehensive and thorough knowledge of Department of Defense Directives and Instructions concerning the Military Equal Opportunity (MEO) Program and component Equal Opportunity (EO) programs. Knowledge of the roles and responsibilities of an Equal Opportunity Advisor (EOA) at all levels of command, and, ability to apply that knowledge during component specific training.

In-depth knowledge of Human Relations and behavioral concepts, including cultural and social issues, inter/intra personal gender, cultural and racial communication, conflict resolution and learning theory, sufficient to serve as a recognized specialist and advisor on the definition, design, and implementation of a training program for EO Advisors.

**Factor 2, Supervisory Controls.**

Works under the direction of DEOMI Director of Academics. Supervises the support staff at the Main Campus and the Training Program Coordinator and instructor/trainer/facilitators at the Branch Campus. The incumbent recommends the milestones and boundaries, the resources needed, and plans to assure proper coordination throughout DEOMI. Work is reviewed for compatibility with organizational goals, guidance, and effect in achieving organizational objectives. Review of work consists of appraisal of training program development, conduct of training, accomplishments, and effectiveness.

**FACTOR 1. PROGRAM SCOPE AND EFFECT, LEVEL 1-2 - 350 POINTS**

The work directed provides continuing training services at the Defense Equal Opportunity Management Institute (DEOMI), Branch Campus which provides Equal Opportunity Advisor training to military and civilians, equivalent of a small to large sized military installation. The work affects the educational level and technical training of the individuals served.

**FACTOR 2. ORGANIZATIONAL SETTING, LEVEL 2-1 - 100 POINTS**

The position reports to the DEOMI Director of Academics, who is two levels below the first SES or General Officer in the chain of command.

**FACTOR 3. SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED,**  
**LEVEL 3-2 - 450 POINTS**

In addition to the duties and responsibilities described in major duty 3 above, the incumbent hears and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager; effects minor disciplinary measures, such as warnings and reprimands; identifies training needs of employees, providing or arranging for needed development and training.

**FACTOR 4A. NATURE OF PERSONAL CONTACTS, LEVEL 4A-3 - 75 POINTS**

Contacts are with members of the general public (students), commanders and staff officials in DoD and its components, at a variety of levels of command. Contacts also include other governmental, advocacy-group and academic representatives. officials and staff.

**FACTOR 4B. PURPOSE OF CONTACTS, LEVEL 4B-3 - 100 POINTS**

The purpose of the contacts is to determine the educational needs of the students, develop, coordinate, and promote recommendations and implementation regarding DoD Military Equal Opportunity and component Equal Opportunity programs.

**FACTOR 5. DIFFICULTY OF TYPICAL WORK DIRECTED,**  
**LEVEL 5-6 - 800 POINTS**

The highest-grade duties which constitute 25% or more of the workload of the organization is GS-11.

**FACTOR 6. OTHER CONDITIONS, LEVEL 6-4 - 1120 POINTS**

Supervision and oversight at this level require coordination, integration and consolidation of administrative, technical and other support work comparable to GS-09 or 11, and the work directed is analytical, interpretative, judgmental, evaluative, or creative. Such work places significant demands on the supervisor to resolve and maintain compatibility of interpretation, judgment and policy application, because the data, information and circumstances often vary substantially, guidelines are incomplete or differences in judgments, recommendations, interpretations, or decisions can have consequences on the work of the other subordinate's. Supervisor has a continuing responsibility for the quality, timeliness, accuracy and quantity of work within units supervised.