

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

NL11523

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>(Show any positions replaced)</i>	3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Orlando, FL	5. Duty Station Orlando, FL	6. OPM Certification No.
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive <input type="checkbox"/>	
13. Competitive Level Code 1150				14. Agency Use

Replaces NL11096

15. Classified/Graded	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Information Management Analyst	GS	0301	11		pt 10/24/99
e. Recommended by Supervisor or Initiating Office						

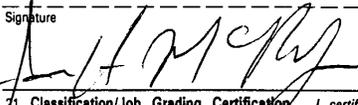
16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)
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18. Department, Agency, or Establishment Department of the Army (DA)	c. Third Subdivision Chief of Staff (CS)
a. First Subdivision U. S. Army Materiel Command (AMC)	d. Fourth Subdivision Information Systems Division (CSI)
b. Second Subdivision STRICOM	e. Fifth Subdivision

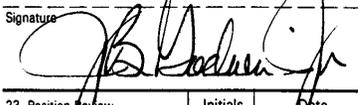
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

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 violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor JAMES MCBRAYER, CHIEF, INFORMATION SYSTEMS DIVISION	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature:  Date: 19 Oct 99	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.

Typed Name and Title of Official Taking Action JAMES B. GODWIN, JR., CHIEF OF STAFF	22. Position Classification Standards Used in Classifying/Grading Position 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.
Signature:  Date: 26 Oct 99	

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
Position is at full performance level.

BUS: 7777

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

INTRODUCTION

This position is located the Chief of Staff, Information Systems Division, Simulation, Training and Instrumentation Command, (STRICOM) a major subordinate command of Army Material Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition, and fielding of Army training devices, simulations, and simulators, major instrumentation targets and threat simulation, and the distributed interactive simulation. The mission includes cradle-to-grave life cycle acquisition beginning with technical base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the material development, acquisitions, and sustainment activities through the functional matrix organization and four project managers. The primary purpose for this position is to perform project management functions within the STRICOM Information Management Arena to integrate emerging technological capabilities into the existing architecture base.

MAJOR DUTIES

1. Performs Information Technology (IT) project management functions within Information Systems Division. Provides guidance and advice that ensures emerging technological capabilities integrates into the existing architecture base and satisfies functional end user requirements. Establishes appropriate business cases supporting recommended approaches on implementation strategies outlining specific technical solutions. Markets recommendations of technological advancements having a major impact on the current and planned application of IT resources expended towards meeting the information requirements of the Command. Responsibilities include planning, organizing, managing tasks and resources to accomplish execution of proof of concept prototypes with consideration of constraints on time and costs. Achieves specific objectives within deadlines, tracts project requirements and generates project schedules that outline resources. Participates in the development of annual hardware/software advanced technology budget to support technology research. Presents to management the new functional requirements for approval and priority. Works as an Integrated Process Team participant. Updates Management Information Systems (MIS) Board monthly on Information Management System projects, schedules, and purchases/budget. Provides status reports on projects/integration/budget to the supervisor.

40%

2. Coordinates and integrates technical efforts within the Division into products which satisfy information management requirements. Participates in the recommendation, formulation and development of policy and procedural changes to enhance and improve office and Command productivity. Serves as an IPT member by providing consultation, systems analyses and innovative techniques/designs for STRICOM's information management needs. Provides research and evaluation of state-of-the-art technological areas related to system administration, office automation, data communications and Local Area Networking (LAN). Assist in analyzing functional requirements, coordinating efforts with a cross representation of Subject Matter Experts (SME) with the primary goal of providing a recommended solution to meet the specified requirements.

20%

3. Performs budgetary definement for the yearly IS budget for the command. Maintains documentation and reviews expenditures to stay within the budget constraints. Perform reviews of IS equipment, software and maintenance purchases. Maintains and monitors software licensing agreements for the command. Reviews and oversees Government Furnished Equipment (GFE) inventory from cradle to grave. Monitors and provides recommendations of funding profiles for the IS customer support contract **20%**

4. Keeps abreast of technology advances in the automation arena and makes recommendations pertaining to new hardware, software and communications that will enhance STRICOM's automation architecture. Maintains contact with contracting officials, representatives of professional organizations, executives of business and industrial firms and persons of equivalent level in DOD. Contacts occur in scheduled meetings, conferences and presentations on technical issues regarding hardware, software and/or communications. Assists in the development of technical specifications and associated procurement documentation to acquire any hardware, software or communication required to complete automation prototypes/projects. Reviews technical proposals submitted by vendors.

10%

Performs other duties an assigned.

FACTOR 1. KNOWLEDGE REQUIRED - **LEVEL 1-7** -
1250POINTS

Knowledge of a wide range of computer techniques, requirements, methods, sources and procedures.

- Knowledge of operating systems software, specialty software, hardware, communications and system interrelationships.

- Knowledge of computer diagnostic techniques, computer -performance measurement tools and computer security policies and procedures. Knowledge of ADP policies and architecture planning and requirements.

- Ability to evaluate proposals, monitoring the design and development stages of software/hardware advanced technology solutions and formulating policies and strategies required to integrate new ADP technology architecture.

- Ability to participate in the development of technical specifications and other procurement documentation to include economic analyses in support of the acquisition of hardware/software/communications associated with automation projects.

- Ability to prepare supporting business cases for all recommendation pertaining to advance technology integration into the existing automation baseline.

- Knowledge of one or more major subsystem areas (local area networks/data communications software, operating systems, data base management systems, electronic mail, programming languages, etc.) with an emphasis on data base management system software and programming languages/ graphical user interfaces, (i.e., client/server technology).

FACTOR 2. SUPERVISORY CONTROLS - FL 2-4 450 POINTS

Works under the immediate supervisor, who makes overall assignments, deadlines and overall objectives. Independently plans, designs, schedules projects. Recommendations are generally adopted or implemented without significant changes made by the supervisor. The employee keeps management and the supervisor abreast on the progress of projects, potential controversial matters or far-reaching implications. Completed work is reviewed from overall standpoint in terms of feasibility, compatibility with other work or effectiveness in meeting requirements or achieving expected results.

FACTOR 3. GUIDELINES - FL 3-4 - 450 POINTS

Guidelines include Army regulations, federal laws, policy statements, procedures, practices and other material governing management of functions, organizations and employees. The employee must maintain a working knowledge of information management principles and practices and remain current with industry-wide information management processes. Often these guides do not apply specifically to particular complex and technically difficult management situations, thus the employee must use judgment and creativity of selecting, interpreting and adapting guides. This lack of specificity requires the incumbent to develop relevant data for subjects studied. The employee uses initiative in researching state-of-the-art technologies to develop improved methods to satisfy particular requirements.

FACTOR 4. COMPLEXITY - FL 4-4 - 225 POINTS

The work consists of projects characterized by the need for significant departures from established practices. The typically involve significant depth of technical analysis of user requirements and applicable system/communication software and computer equipment, including the need to integrate the various components of the user's information architecture. The complexity is augmented by the necessity to analyze diverse requirements and expectations of customer community, and the ability to integrate them in a manner that satisfy the majority of requirements, effectively utilizing all available resources. Technical difficulty is increased when developing items of system software which numerous conditions, options, and machine characteristics must be considered. Integration of client/server COT software present another layer of complexity when coupled with existing architecture baselines.

FACTOR 5. SCOPE AND EFFECT - FL 5-3 - 150 POINTS

The work involves planning for acquisition, requiring coordination and integration of project efforts or studies, resolving problems in systems, or assisting in the development of new approaches or techniques for use by others. Work significantly effects the work of other specialist or experts throughout the command.

**FACTOR 6&7. PERSONAL CONTACTS/PURPOSE OF CONTACTS -
3A - 80 POINTS**

Contacts include: management analysts, budget analysts, program/project managers, contractors and professional

groups in the public and private sectors, and liaison with industry trading partners to implement revised business practices.

The purpose of the contacts are to influence others to adopt recommendations presented to line managers and supervisors within the organization, and influence others to utilize particular technical methods or procedures, or to persuade others to cooperate in meeting objectives.

FACTOR 8. PHYSICAL DEMANDS - 8-1 - 5 POINTS

Work is primarily sedentary in nature, with some walking, standing, and bending.

FACTOR 9. WORK ENVIRONMENT - 9-1 - 5 POINTS

Work is performed in a typical office setting, which includes adequate lighting, ventilation and shelter.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 11523

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."
