

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

1. Agency Position No.
NL 11962

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other <small>Explanation (Show any positions replaced)</small>		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		6. DPM 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 type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
12. Sensitivity <input checked="" type="checkbox"/> 1 - Non Sensitive <input type="checkbox"/> 3 - Critical Sensitive		13. Competitive Level Code 1371		14. Agency Use		15. Classified/Graded by			

15. Classified/Graded by		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	Program Analyst	GS	0343	13		
e.	Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

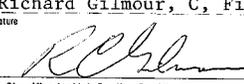
17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of the Army (DA)	c. Third Subdivision Office of the Commander (C)
a. First Subdivision US Army Materiel Command (AMC)	d. Fourth Subdivision Directorate of Resource Mgt (R)
b. Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)	e. Fifth Subdivision Financial Mgt Division (RF)

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

Signature of Employee (optional)

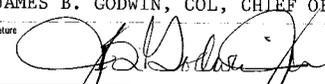
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with 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 violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Richard Gilmour, C, Financial Mgt Division	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature:  Date: 8/9/00	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
USOPM PCS GS-0343, Jan 90 USOPM PCS Administrative Analysis Grade Evaluation Guide, Jan 90

Typed Name and Title of Official Taking Action
JAMES B. GODWIN, COL, CHIEF OF STAFF

Signature:  Date: 9 Aug 00

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: 7777

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

Introduction

The primary purpose for the establishment of this position is to support JSIMS by performing duties related to cost/financial analysis.

Major Duties

Serves as expert planner, analyst and advisor to organizational management on program financial/cost analysis, annual/multi-year-long range fiscal planning, and/or commercial issues for key agency programs.

Directs/conducts cost comparison/benefit studies of current or projected programs; develops lifecycle cost analyses of projects. Develops funding guidance for subordinate activities/elements and participates with management in fiscal planning, responsible for integrating requirements into the annual Program Objective Memorandum (POM).

Receives and maintains cognizance of approved funds; responsible for day-to-day budget management and administration.

Assists the organization with programming, analysis and control of funds; evaluates program funding plans and their execution, identifying actual or potential problem areas. Provides support and advice on reprogramming of funds and funding levels due to changes in workload and/or mission. Performs continuous appraisal of utilization of fiscal resources in accomplishing program objectives and goals.

Directs or conducts management studies for cost-effective organizations. Directs or develops contracting out studies and or development of in-house bids for comparison to contractor bids. Monitors contract performance.

Performs other duties as assigned.

Factor 1, Knowledge Required

- Mastery of a wide range of qualitative and/or quantitative methods for the assessment and improvement of complex management processes and systems.
- Comprehensive knowledge of the range of administrative laws, policies, regulations and precedents applicable to the administration of one or more important public programs.
- Knowledge of agency program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the work of program accomplishments.
- Knowledge of relationships with other programs and key administrative support functions within the agency.
- Skill in designing and conducting comprehensive management studies and preparing solutions to especially broad, important and severe management problems.
- Skill in planning, organizing and directing team study work and effectively conducting critical negotiations with management.

Factor 2. Supervisory Controls -

The employee and supervisor develop a mutually acceptable project plan that includes identification of the work to be accomplished, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for planning and organizing the study and conducting all phases of the project. The employee informs the supervisor of potentially controversial

conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects are reviewed by the supervisor for effectiveness in achieving intended objectives.

Factor 3, Guidelines -

The employee must use initiative and resourcefulness in extending or redefining available guidelines because they are often inadequate to deal with unusual cases. The guidelines include general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation. The employee develops or redesigns new methods, approaches or criteria to meet the demands of the specific assignment.

Factor 4, Complexity

The work consists of projects and studies that require analysis of interrelated issues of effectiveness, efficiency, and/or productivity of substantive mission-oriented programs. Assignments require developing detailed plans, goals, and objectives for the long-range implementation and administration of the program and/or developing criteria for evaluating the effectiveness of the program. Decisions about how to proceed in planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Assignments are further complicated by the need to deal with subjective concepts such as value judgments; the quality and quantity of actions are measurable primarily in predictive terms; and the findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results.

Factor 5, Scope and Effect -

The work consists of projects and studies that require analysis of interrelated issues of effectiveness, efficiency and/or productivity of substantive mission-oriented programs. Assignments require the development of detailed plans, goals and objectives for the long-range implementation and administration of the program and/or developing criteria for evaluating the effectiveness of the program. Decisions about how to proceed in planning, organizing, and conducting studies are complicated by conflicting program goals and objectives. Assignments are further complicated by the need to deal with subjective concepts such as value judgments; the quality and quantity of actions are measurable primarily in predictive terms, and the findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results.

Factor 6, Personal Contacts -

Contacts include persons representing organizations or groups from outside the employing activity, and on an ad-hoc basis has contact with program officials and managers/supervisors several levels above the employee.

Factor 7, Purpose of Contacts

Contacts are for the purpose of influencing managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives or resource problems.

Factor 8, Physical Demands

Work is primarily sedentary. There may be some walking, bending and carrying of light items such as files.

Factor 9, Work Environment

The work is performed in a typical office setting that is adequately heated, lighted and ventilated.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 11962

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