

05/15/03 13:24 FAX

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POSITION DESCRIPTION (Please Read Instructions on the Back)							1. Agency Position No. 12907						
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtr. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		8. OPM Certification No.					
Explanation: (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code 0510/0511/0512					
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical <input checked="" type="checkbox"/> 2 - Noncritical <input type="checkbox"/> 4 - Special Sensitive		14. Agency Use					
15. Classified/Graded		Official Title of Position		Pay Plan		Occupational Code		Grade					
a. U.S. Office of Personnel Management													
b. Department, Agency or Establishment													
c. Second Level Review													
d. First Level Review		Interdisciplinary (Computer Engineer/Electronics Engineer/Computer Scientist)		GS		854/855/1550		05					
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				e. Third Subdivision Project Support Group									
a. First Subdivision ASA(ALT)				d. Fourth Subdivision Engineering Directorate									
b. Second Subdivision PEO Simulation, Training and Instrumentation (PEO STRI)				e. Fifth Subdivision									
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 Edwin A. Trier, Director of Engineering				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)									
Signature <i>Wafa Mubli</i>		Date 5/15/03		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 Computer Engineering Series, GS-0854 TS-83 January 1988, Electronics Engineering Series, GS-0855, TS-3 February 1971, Computer Science Series, GS-1550 TS-83 January 1988									
Typed Name and Title of Official Taking Action Sharon Hightower, Chief, Human Resource Management Division				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		Initials		Date		Initials		Date			
23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks BUS: 777 This position is developmental in nature, leading to the target grade of GS-11. Upon meeting regulatory and performance requirements the incumbent may be promoted non-competitively to the target level through the intervening grade(s) of GS-7 and GS-9.													
25. Description of Major Duties and Responsibilities (See Attached)													

MAJOR DUTIES

Serves in an entry level capacity in a Career Intern or Career Ladder Program. Performs duties characteristic of the specific occupational series for 0854/0855/01550. Generally the incumbent performs duties, in addition to classroom training, designed to provide an orientation in the application of theories and basic principles and practices in support of this specialized occupational area.

Assignments are selected to broaden skills and provide practical experience for progressively more complex assignments, as prescribed in the Master Intern Training Plan.

-- Receives formal and on-the-job instructions designed to familiarize incumbent with the functions and operations of the program area and work responsibility. Incumbent is provided practical experience in the application of related knowledges and applies professional and/or management theory, principles, and practices to the work assigned.

-- Assists higher graded employees, individually or as a team member, by performing duties as they relate to the professional or administrative discipline. Assignments involve procedures and practices that generally are standard in nature with related precedents available.

The specific duties assigned to this position will vary, depending upon the occupation in which the incumbent was hired, as well as the developmental needs of the individual employee. Further information concerning these duties will be recorded in the following documents: The Master Intern Training Plan, the employee's Individual Development Plan, and the specific performance objectives outlined in the Total Army Performance Evaluation System (TAPES) evaluation report or other performance objectives documents.

Performs other duties as assigned.

NOTE:

This position is developmental in nature, leading to the target grade of GS-11. Upon meeting regulatory and performance requirements the incumbent may be promoted non-competitively to the target level through the intervening grade(s) of GS-7 and GS-9.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION:

Level 1-5 750 Points

Knowledge of the basic principles, concepts and methodology of the profession or administrative occupation, and skill in applying this knowledge in carrying out elementary assignments, operations or procedures.

Knowledge of professional and/ or management theories, concepts and principles gained in acquiring a bachelors degree in a related field or equivalent knowledge obtained through work experience to allow the incumbent to perform in an entry level trainee capacity.

FACTOR 2. SUPERVISORY CONTROLS: Level 2-2

125 Points

Works under close direction of the supervisor/team leader or higher-graded employee who provides technical guidance. Work is assigned with specific and detailed instructions indicating what is required, timeframes, method, approach and desired results. The incumbent works as instructed using judgment to recognize and refer situations not covered by instructions. Work is reviewed in progress and upon completion for technical accuracy and adherence to instructions.

FACTOR 3. GUIDELINES: Level 3-1

25 Points

The incumbent is provided detailed and directly applicable guidelines such as specific regulations, policies, directives, instructions, relative manuals, texts and other related information. Initially, guidelines, instructions, and criteria are specific, detailed, and directly applicable. The incumbent works in strict adherence to guidelines and refers deviations to supervisor.

FACTOR 4. COMPLEXITY: Level 4-2

75 Points

Assignments are specific and provide orientation in the application of theories and principles as they apply to related work. Problems are readily solved by application of basic principles, theories and established practices.

FACTOR 5. SCOPE AND EFFECT: Level 5-1
25 Points

The purpose of the work is to provide the incumbent with assignments comprised of conventional problems that require application of established methods in order to provide the training necessary to equip the incumbent to assume more responsible duties. The incumbent performs productive assignments which initially are limited in scope. The work facilitates the work of others and has limited impact beyond the immediate organizational unit or beyond the timely provision of limited services to others.

FACTOR 6. PERSONAL CONTACTS: Level 6-1
10 Points

Personal contacts are usually with employees in the immediate organization. Contacts outside of the organization generally are routine and within a structured setting. Controversial contacts are made in the company of a higher-grade employee, or with assistance of a supervisor or other knowledgeable employees.

FACTOR 7. PURPOSE OF CONTACTS: Level 7-1
20 Points

Contacts are generally for the purpose of obtaining and exchanging factual information related to performance of developmental planning assignments. Individuals and other agency representatives contacted are usually pursuing mutual goals and are generally cooperative.

FACTOR 8. PHYSICAL DEMANDS: Level 8-1
5 Points

The work is primarily sedentary. There may be some walking, standing, bending and carrying light items and may involve travel to other locations.

FACTOR 9 WORK ENVIRONMENT: Level 9-1
5 Points

The work is performed in an office setting involving everyday risks or discomforts that require normal safety precautions deemed necessary.

GS-854/855/1550-5 (Potential to GS-11)

TOTAL POINTS - 1040