

Classification: Financial Analysis and Integration Officer, NH-0501-IV

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: Project Support Group
3rd Div: Finance Directorate
4th Div: Integration Division

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: Lorraine B. Hotz

Title: Director of Finance (Acting)

Signature: /s/ Date: 5/19/03

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: Stephen M. Seay, BG, USA

Title: Program Executive Officer

Signature: /s/ Date: 5/22/03

FLSA: Exempt BUS Code: 8888 CL: 431
Drug Test: No Emergency Ess:
Key Position: OPM Functions Code:
Sensitivity: NCS Status: Competitive
Reason for Submission: New Subject to IA: No
Previous PD Number: Mobilization:
Envir. Diff: Career Prg ID: 11
Acq Posn Category: K CAPL Number:
Acq Career Level: 3 Acq Posn Type: 2
Acq Special Asgmt: Acq Prog Ind:
Career Spec - Primary: Career Spec - Sec:
Cont Job Site: Mobility:
Financial Disclosure: [] Public Financial [X] Confidential Financial
[X] Supervisor [] Manager [] Neither
Citation 1: Professional and Administrative Work in the Accounting and Budget Group, GS-0500 Dec 2000
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 Integration Division, Finance Directorate, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)

II. Position Information:

Financial Analysis and Integration Officer, NH 501-IV

III. Major Duties

Incumbent manages the Integration Division of the Finance Directorate.

Responsible for the planning, developing, organizing, coordinating, advising and directing the total activities of the division. Provides general and specific management oversight of program and budget analysts regarding assigned program initiatives. Evaluates the effectiveness of operations supervised in terms of mission accomplishment, quality and quantity standards, procedural, policy and regulatory compliance, and technical competence.

Directs and coordinates all resource and budget management activities required for program integration of the multi appropriation mission and external customer program for PEO STRI. Directs, coordinates and evaluates comprehensive assessments of PEO-wide program resource integration. Ensures effective program implementation and consistency with existing financial policies on a long-term basis. Approves the integrated response to Congressional staff requests and higher level staff inquiries prior to submission to Finance Director or higher staff. Responsible for the Program Objective Memorandum analysis, integration and consolidation.

Responsible for ensuring PEO STRI, Acquisition Support Center (ASC), Department of the Army (DA) and Office of the Secretary of Defense (OSD) goals and procedures are followed. Identifies and resolves highly complex fiscal problems that cross organizational boundaries and promulgates solutions.

Interprets and ensures consistent application of fiscal policy throughout PEO STRI.

Reviews and approves final versions of budget related documents submitted to Finance Director for PEO approval. Serves as expert to cross level resources required to meet mission requirements.

Develops and presents convincing oral/written presentations to the Finance Director, Chief Financial Officer (CFO), Deputy PEO and PEO.

Represents the Finance Director and CFO at all levels of government meetings/briefings regarding budgetary matters.

Performs other duties as assigned.

Supervisory Responsibilities

Performs the full range of administrative and technical supervisory duties. Supports an understanding of the Organization's Affirmative Action/EEO Program. Ensures EEO principles are reflected in all aspects of personnel management. Assigns work and establishes priorities; evaluates performance of subordinates; gives advice, counsel, and/or instruction to subordinates on both work and administrative matters; interviews and recommends selections of candidates for positions, promotions, and reassignments; and hears and resolves complaints from subordinates. Exercises full authority as a member of the pay pool management in assessing contribution and preparing statements of duties and experience for Demonstration employees. Develops performance standards. Makes decisions on nonroutine costly, or controversial training needs and training requests related to employees of the unit. Approves leave. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building or improve business practices.

Critical Acquisition Position

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C.

1736(c)(1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any terms or conditions of employment."

IV. Factors:

Factor: 1. - Problem Solving Level IV.

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

Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor: 2. - Teamwork/Cooperation Level IV.

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.

Leads/guides/mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor: 3. - Customer Relations Level IV.

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.

Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting program/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision Level IV.

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.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication

Level IV.

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

Determines and communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management

Level IV.

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

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

SECURITY CLEARANCE and Travel

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 policies, programs, organizations, functions, resources, and legislation affecting the program(s) and the organizations studied or served, and related customers, functions, resources, and users

Knowledge of the DoD Planning, Programming, Budgeting and Execution System (PPBES), its process, products, terminology, and guidance documents (e.g., Program Objective Memorandum (POM), Future Year Defense Plan (FYDP), Defense Guidance, Joint Strategic Planning Systems)

Knowledge of program planning and budgeting cycles

Knowledge of financial control and budget systems and management

Knowledge of work classifications and the regulatory and statutory restrictions on the expenditures of appropriated and non-appropriated funds

Knowledge of DOD acquisition and life cycle management policies, procedures, and practices

Ability to represent and serve as spokesperson for the organization with senior executives and General Officers at DA HQ and elsewhere

Ability to stratify resources against approved programs; to plan, present, and execute budgets; to analyze impacts on programs; and to forecast long term funding requirements

Ability to advise others

Ability to negotiate

Ability to provide guidance to customers

Ability to communicate orally and in writing

Ability to give oral presentations

Ability to develop, prepare, coordinate, staff, and implement policies, procedures, programs, and directives

Ability to supervise and lead others.