

Classification: Personnel Resources Manager, NH-0301-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: Business Operations Office

3rd Div:

4th Div:

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: Mack R. Perry

Title: Business Operations Executive (Acting)

Signature: _____ //ss// _____ **Date:** 10 Oct 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: _____ //ss// _____ **Date:** 15 Oct 03

FLSA:	Exempt	BUS Code:	8888
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:	NA	Mobilization:	
Envir. Diff:		Career Prg ID:	
Acq Posn Category:		CAPL Number:	
Acq Career Level:		Acq Posn Type:	
Acq Special Asgmt:		Acq Prog Ind:	
Career Spec – Primary:		Career Spec – Sec:	
Cont Job Site:		Mobility:	
Financial Disclosure:	<input type="checkbox"/> Public Financial <input checked="" type="checkbox"/> Confidential Financial <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager <input checked="" type="checkbox"/> Neither		
Citation 1: OPM PCS MISC ADMIN & PROGRAM SERIES, GS-301, JAN 79			
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 Business Operations Office, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Personnel Resources Manager, NH-0301-IV.

III. Duties:

The incumbent serves as Chief, Personnel Resources, with responsibility for planning, directing and administering the military and civilian personnel management programs for PEO-STR I. The incumbent plans, develops, organizes, and directs comprehensive programs of military and civilian personnel management advisory services for PEO STR I and subordinate Project/Product Managers (PM) and Program Directors (PD). Develops policy, methodologies and procedures to accomplish mission requirements and objectives. Participates in near-term, far-term, and strategic planning to fully integrate military and civilian personnel management considerations and management goals with PEO STR I's strategic goals. Coordinates the manpower planning, TDA development and maintenance with the PEO STR I Chief Financial Officer.

1. Supervises and directs the Personnel Resource staff

Directs the staff in providing staff leadership and technical advice, guidance and assistance to ensure that PEO, PM, and PD personnel needs are adequately identified and satisfied and that military and civilian personnel management administration meets legal, regulatory, procedural, and policy requirements. Supervises a staff dedicated to personnel and manpower process execution. 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. Establishes operating procedures, establishes priorities, and defines the strategic goals for the staff.

2. Personnel Management

Establish and maintain collaborative and cooperative relations with high-level personnel managers within the Army and with the Navy offices providing Human Resource Office and processing center services, for matters concerning civilian personnel management. Interfaces with senior Army personnel on military and civilian personnel and acquisition issues, assists in the formulation of personnel policy, programs, and procedures affecting PEO STRI personnel within the DoD-wide [Acquisition Workforce Personnel Demonstration Project \(Acq Demo\)](#). Must effectively function within the policies and procedures of the Army, as well as the Navy offices providing human resource management processing services and the DoD [Acq Demo](#). Leads and directs the efforts of subordinates to provide managers, supervisors, and employees with advice and assistance on matters such as evaluations, awards, military and civilian recruiting and retention, military rating schemes, and necessary disciplinary matters.

3. Personnel Demonstration Pay Pool Manager

Coordinates, manages, and executes all necessary activities associated with the DoD Acquisition Workforce Personnel Demonstration Project to include educating, training, and advising both supervisors and employees on the operation of the Demo Project, establishing priorities and schedules for the annual execution of the Contribution-Based Compensation and Appraisal System (CCAS), advise management of CCAS assessment

information, factors/discriminators/descriptors, pay adjustments, discretionary options, and, if necessary, CCAS grievance procedures.

4. Human Resource Strategic Planning

The incumbent is responsible for analyzing and projecting future skill-mix needs of the PEO STRI workforce; analyzing and projecting future skill-mix expectations based on continuation of current recruitment and retention practices; and devising revised strategies for retention, recruitment, and separation incentives to achieve skill-mix to match anticipated needs.

6. Performs other duties as assigned.

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 exhibit and foster cooperation and teamwork, 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 promote 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 REQUIREMENTS

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.

V. KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

Knowledge of Acq Demo personnel practices and Contribution-Based Compensation and Appraisal System (CCAS)

Expertise in application and administration of Acq Demo Pay Pool Administration

Knowledge of Civilian Personnel Management regulations, laws, and practices

Knowledge of Army manpower management regulations, requirements and processes

Ability to analyze and forecast projected staffing/skill-mix needs based on projected workload changes, attrition, and recruitment practices

Skill in interpersonal relations

Ability to gather, analyze, and present facts

Ability to identify problems and develop innovative solutions

Ability to provide guidance to customers

Ability to interpret and apply rules, regulations, and procedures

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Ability to execute projects and/or studies within established financial and time constraints

Ability to communicate orally and in writing

Ability to establish and maintain relationships with key individuals or groups outside immediate work unit

Ability to advise others

Ability to mentor staff

Ability to negotiate

Ability to plan and organize work

Ability to work cooperatively as a member of a team

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.