

Position Requirements Document Cover Sheet

Position Number: 13206

Classification: Business Operations Support 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: Robert Reyenga
Title: Business Operations Executive

Signature:



Date:

9/21/04

Higher Supervisor or Manager:

Title:



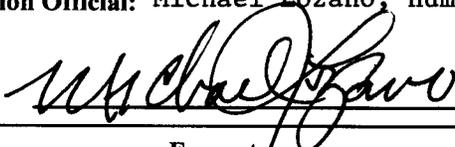
Signature:

Date:

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Michael Lozano, Human Resources Specialist
Title:

Signature:



Date:

6 Oct. 2004

FLSA: Exempt

Drug Test: No

Key Position:

Sensitivity: NCS

Reason for Submission: New

Previous PD Number:

Envir. Diff:

Acq Posn Category:

Acq Career Level:

Acq Special Asgmt:

Career Spec - Primary:

Cont Job Site:

Financial Disclosure: [] Public Financial

[] Supervisor [] Manager

Citation 1: USOPM PCS for GS-0301, TS-34, 11/79

Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

BUS Code: 7777 CL: 1407

Emergency Ess: No

OPM Functions Code:

Status: Competitive

Subject to IA: No

Mobilization:

Career Prg ID:

CAPL Number:

Acq Posn Type:

Acq Prog Ind:

Career Spec - Sec:

Mobility:

[X] Confidential Financial

[X] Neither

Acquisition Workforce Demo Project
Position Requirements Document

I. Organization Information:

Position is located in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position Information:

Business Operations Support Manager, NH -301-IV

III. Duties

Serves as a Team Leader and Business Operations Support Manager for the PEO STRI Business Operations Office. The incumbent uses a variety of management tools including coaching, facilitating, consensus building and planning to lead the assigned team. The incumbent is the principal advisor for mission support functions including Internal Review & Management Control, Protocol, Facilities, Publications, Counterintelligence & Security, Telecommunications & Classified Network Monitoring, Public Affairs, Audit, Property Book, Reports of Survey, State and Local interface on Business Operations and external reporting/tasking/concept requirements. The unique, dynamic and technically advanced work performed by PEO STRI activities significantly affects the complexity of this position since providing timely, comprehensive, and satisfactory support to such activities permits the organization to complete vital mission requirements.

Ensures that the Business Operations Office vision, mission, values and strategic plans are integrated into all aspects of the program support areas. Provides direction, technical guidance and leadership in areas such as the Business Operations Office Tactical SOP, strategic plans, program analyses and evaluation, concept plans and program status reviews.

Maintains continuous liaison with required organizational elements and participates in planning activities. Renders advice and counsel on assigned support programs and activities. Represents the support team in meetings, working groups, and committees in connection with policy and procedural matters, and on matters involving assigned programs.

Advises the Business Operations Officer regarding all ongoing and projected support activities/initiatives and customer interface programs. Leads the design and development of programs and procedures to facilitate customer support and enhance the ability of the PEO Support team to be an economical and efficient provider of support services.

Plans, conducts, and/or directs complex studies/analyses to improve the total Business Operations Support process. Studies may cross all organizational lines within the PEO STRI. Develops (and/or assists in the development of) and presents (in the form of briefings and papers) detailed support requirements or other information which is readily understandable by and credible with Business Operations and PEO STRI managers.

Coordinates the efforts of support personnel to ensure accuracy of inputs to cost estimates, program planning, budget requests and data/information request (internal & external). Leads the team to ensure data is collected and analyzed and information to assess cost, impact, and performance sensitivities to specific operational or management goals.

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.

V. Staffing KSA's

Ability to give oral presentations

Ability to communicate in writing

Ability to maintain good working relations

Ability to plan and execute complex, multi-faceted projects

Ability to recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations

Ability to access or locate information through the use of a personal computer or terminal

Ability to organize and lead special study teams and task forces .

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

Ability to originate new ideas, projects, studies, and methodologies

Ability to meet and deal with customers using a high degree of tact and diplomacy

Ability to research, analyze, interpret and apply rules, regulations, and procedures

Knowledge of goals, resources, objectives, organizations, functions, and sources pertinent to the program(s) and the organizations studied or served, and related customers, functions, resources, and users

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

Ability to develop and utilize appropriate data collection techniques

Ability to communicate orally and in writing

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

Ability to advise others

Completion of all Defense Acquisition Workforce Improvement Act (DAWIA) requirements

Ability to plan, conduct and record surveys and inspections

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

Knowledge of cost and economic analyses principles, techniques, and practices

Knowledge of logistics management principles, concepts, policies, and regulations.