

POSITION DESCRIPTION (Please read instructions on the back)

1. Agency Position No. **HL08461003**

2. Reason for Submission: Redescription, New, Other

3. Service: Hdqrs., Field

4. Employing Office Location: **ORLANDO, FL**

5. Duty Station: **RESEARCH PARK**

6. OPM Certification No.

7. Fair Labor Standards Act: Exempt, Nonexempt

8. Financial Statements Required: Executive Personnel Financial Disclosure, Employment Financial Interest

9. Subject to IA Action: Yes, No

10. Position Status: Competitive, Excepted (Specify in Remarks)

11. Position Title: Supervisory, Managerial, Health

12. Sensitivity: 1-None Sensitive, 2-Historical Sensitive, 3-Critical Sensitive, 4-Special Sensitive

13. Competitive Level Code: **06-05**

14. Agency Use

15. Classified/Graded by: **SECRETARY (OFFICE AUTOMATION)**

16. Department, Agency, or Establishment: **DEPARTMENT OF THE ARMY**

17. Name of Employee (if vacant, specify): **RITZER, SANDRA L.**

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

19. Department, Agency, or Establishment: **DEPARTMENT OF THE ARMY**

20. First Subdivision: **AHC**

21. Second Subdivision: **STRICOM**

22. Third Subdivision: **PM TRADE**

23. Fourth Subdivision: **COMBAT TRAINING CENTER & TEST SIMULATORS**

24. Fifth Subdivision

Employee Review—This is an accurate description of the major duties and responsibilities of my position.

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: **ROGER W SHERMAN DPM, TCTC**

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature: *Roger W. Sherman*, Date: **11/18/92**

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: **OPM PCS for Secretary Series, GS-318, JAN 79; and Ofc Auto Clerical and Asst Series, GS-326, NOV 90**

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. Info: FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials	Date								

24. Remarks

FACTOR/POINTS			
1-3	350	6-2	25
2-3	275	7-2	50
3-3	275	8-1	5
4-3	150	9-1	5
5-2	75	TOTAL:	1210

POSITION IS AT THE FULL PERFORMANCE LEVEL.

Description of Major Duties and Responsibilities (See Attached)

INTRODUCTION

This position is located in the Office of the Product Manager for Combat Training Center & Test Simulation (CTCTS) and provides secretarial assistance to the Product Manager (PM) and Deputy Product Manager (DFM).

- Receives incoming calls and personal calls from diversified sources. Determines the identity of the caller and nature of the call. Refers to supervisors those calls requiring their personal attention, basing such determination on the origin of the call and knowledge of superior's activities, special interest areas, and knowledge of the system requirements definition and the acquisition processes. Personally takes care of all other calls by: (1) furnishing the desired information based on an intimate knowledge of the PM and DFM's policies and previous decisions and a comprehensive knowledge of operating programs and pending actions; or (2) referring calls to cognizant staff of officers or to key personnel throughout PM TRADE and NTSC as appropriate. Sensitive information requiring special handling.

- Controls sensitive correspondence both incoming and outgoing. Receives and maintains this material in a manner which allows ready access and control. Assure that all sensitive correspondence generated within the office is properly designated.

- Arranges conferences and meetings, informing participants of topics and providing background information. Maintains viewgraphs/35mm slides and other briefing materials as required for use in briefing by the PM/DFM.

- Maintains the Product Manager/Deputy Product Managers' calendars and schedules appointments and meetings upon own initiative based upon personal knowledge of his work load and current issues of importance. Reminds supervisor of appointments and briefs supervisor on the matters to be considered before the scheduled meeting. On own initiative reschedules appointments when it becomes apparent that supervisor will not be able to meet previous schedules or arranges for a subordinate of the supervisor to represent the organization at the conference based on knowledge of supervisor's views.

- Coordinates the preparation and submission of the annual travel budget and advises the PM on and maintains a ledger of PM travel funds. Ensures that all personnel traveling on PM funds have justification approved by the proper authority, and that the PM is in receipt of liquidated travel orders/vouchers for the posting and forwarding to appropriate organizations.

Makes necessary arrangements for travel, arranging schedules of visits, making reservations, notifying organization and officials to be visited and submitting travel vouchers and reports.

Reads incoming correspondence, publications, regulations, and directives which may affect PM TRADE. Determines those that can be acted upon personally and takes necessary action. When necessary, uses initiative to obtain clarification of instructions from originating offices or appropriate focal points. Determines which are of importance or interest to the Product Manager or Deputy and refers them accordingly. In other cases, prepares on own initiative, a digest of content for assistance of Product Manager for the Deputy. Assists subordinate echelons in interpreting instructions and in establishing action required of them. Briefs Product Manager or Deputy Product Manager on such activity, its results, and status.

Response to requests for information concerning Product Manager or Deputy Product Managers functions. Personally prepares responses on schedule from source material. Anticipates need for information and systematically prepares material so that it is immediately available for supervisor's needs. In the absence of the Product Manager or Deputy, in cases that would normally receive their personal attention, assumes responsibility for ensuring that requests for action or information are made known to responsible Division personnel who can satisfy the request. Follows up on required actions and informs the Product Manager of their status. When the Product Manager is absent but accessible, decides whether important or emergency matters should be brought to his attention.

Maintains control records on incoming correspondence and action documents and follows up on work in process to ensure timely reply or action.

Assists supervisor's subordinates in the procedural aspects of expediting the work of the office, including distributing the work load of clerical help to take care of fluctuating work load; explaining requirements and arranging for submission of data to be assembled by the incumbent into general reports; and informing and instructing clerical personnel concerning procedures for preparation of correspondence.

Uses word processing software and printing equipment to create copy and edit material. Transcribes various correspondence and reports from handwritten drafts or verbal instruction into proper format, with responsibility for correct spelling, grammar, capitalization and punctuation. Transmits, receives, and acknowledges electronic mail and messages, prints copies of incoming mail or messages.

May be required to use graphics software to provide graphic symbols, charts, and graphs for viewgraphs.

FACTORS

1. Knowledge required by the Position:

- Knowledge of the duties, priorities, commitments, and policies of PM TRADE in order to perform non-routine assignments.
- Knowledge of the required reporting and general administrative procedures of the US Army, NTSC and the application of various procedures, requirements and points of contacts of defense acquisitions systems in order to advise and instruct the clerical staff.
- Skill in operating a typewriter, word processing equipment and data base management. A qualified typist is required.
- Knowledge of office automation systems in order to use several types of software for office needs. Skill in operating a keyboard to key data into an automated systems, to make appropriate corrections, store, retrieve, insert, delete data.
- Knowledge of grammar, spelling, punctuation, and US Army formats.
- Work situation: The Product Manager directs the staff primarily through face-to-face meetings. Internal procedures and administrative controls are simple and informal.

2. Supervisory Controls: The incumbent works under supervision of the PM/DPM, making commitments for them with regard to established policies. When matters are questionable or professional decisions

must be made, they are always referred to the supervisor. The supervisor spends considerable time away from the office; the incumbent must therefore work independently. The incumbent plans and carries out the work, handling problems and deviations in the assignment in accordance with established policies. Completed work is evaluated for adequacy, appropriateness, and conformance to established policy.

3. Guidelines:

- Guidelines are available for the more routine aspects of the work, and the PM provides for some assignments, but most of the time the incumbent relies on personal judgment to carry out the work in the most effective manner.

- Guides include the policies, priorities and commitments of PM TRADE, NTSC and the administrative policies and procedures of the US Army and office system practices.

4. Complexity:

- The work includes various duties involving different and unrelated processes and methods.

- The incumbent must identify and understand the interrelationship between the various procedures, and controls between the various operations of PM TRADE, USAMC, HQDA, and NTSC.

- Decisions regarding what needs to be done are based on administrator's knowledge of policies, priorities, and goals of the PM.

5. Scope and Effect:

- The incumbent ensure that the clerical and administrative work of the OPM conforms to the appropriate PM TRADE policy or procedure. The incumbent reviewed the work of others and gives advice concerning procedural requirements. The degree to which this is done will affect the reliability and acceptability of the work of outside organizations.

- The incumbent ensure that the other clerical staff have an equal work load and considers the unique abilities of each of the clerical staff in making work assignments. The proper training and education of each of the clerical staff and the appropriate delegation of individual assignments is required for the maximum potential of the PM mission to be realized.

6. Personal Contacts:

- Contacts include high level officials from HQDA, AMC, TRADOC, and industry who deals with the PM on a wide variety of matters.

7. Purpose of Contacts:

- The purpose of the work is to plan and coordinate the work of the supervisor' office.

8. Physical Demands:

- The incumbent' work requires some walking, standing, bending and carrying light items such as books and papers. There may be an occasional period of overtime work and occasional temporary duty of 2-3 days to other locations in the US.

9. Work Environment:

- The work is normally performed in an office setting and may be an infrequent instance where the work may be performed in conference rooms, meeting halls, or other similar surroundings.