POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.: 13156

2. Reason for Submission: [ ] Redescription [X] New [ ] Reestablishment [ ] Other
Explanation *(Show any positions replaced)*

3. Service: [ ] Hdqtrs. [X] Field

4. Employing Office Location: ORLANDO, FL

5. Duty Station: ORLNDO, FL

6. OPM Certification No.

7. Fair Labor Standards Act: [ ] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interests

9. Subject to IA Action: [ ] Yes [X] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: [ ] 1 - Non-Sensitive [ ] 2 - Critical Sensitive [X] 2 - Noncritical Sensitive [ ] 4 - Special Sensitive

13. Competitive Level Code: 11AB

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	PROGRAM ANALYST	GS	0343	11		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(If different from official title)*: Program Analyst

17. Name of Employee *(If vacant, specify)*

18. Department, Agency, or Establishment: Department of the Army (DA)

a. First Subdivision: ASC

b. Second Subdivision: PEO STRI

c. Third Subdivision: Finance Directorate

d. Fourth Subdivision: Finance-Matrix Division

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: TRACEY L. HADLEY, Financial Analysis and Policy Officer

Signature: for Lorraine B. Hotz — Date: 16 June 04

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

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.*

Typed Name and Title of Official Taking Action: LORRAINE B. HOTZ, Finance Director

Signature: Lorraine B. Hotz — Date: 16 June 04

22. Position Classification Standards Used in Classifying/Grading Position: USOPM PCS for Management and Program Analysis Series, GS-0343; TS-98, Aug90; USOPM AAGES, TS-98, Aug 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. 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.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks

This is a developmental position training to the full performance level of GS-12. The duties assigned prepare the employee for full performance in the career ladder are performed under closer supervision, and are commensurate with the grade of this position. Promotion is based on satisfactory performance, recommendation of the supervisor, the availability of funds, and work at the higher level. This is not a complete description without the full performance level PD attached. BUS: 7777 NON-CRITICAL ACQUISITION POSITION: The employee must meet DoD 5000.52-M requirements applicable to the duties of the position.

25. Description of Major Duties and Responsibilities *(See Attached)*