

POSITION DESCRIPTION (Please Read Instructions on the Back)

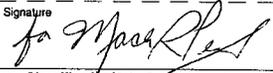
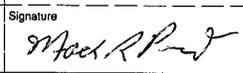
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqrs. <input type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No. NI10517		6. OPM Certification No.					
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity 1- Non-Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>		13. Competitive Level Code 12-43		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						
d. First Level Review	Systems Accountant	GS	510	12	ns	16 May 97
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY (DA)		c. Third Subdivision DIRECTORATE FOR RESOURCES MANAGEMENT	
a. First Subdivision US ARMY MATERIEL COMMAND (AMC)		d. Fourth Subdivision FINANCIAL MANAGEMENT DIV	
b. Second Subdivision SIMULATION, TRAINING & INSTRUMENTATION COMMAND		e. Fifth Subdivision	

Employee Review—This is an accurate statement 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 violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Richard Gilmour, Chief Financial Mgmt Div	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Mack R. Perry, Acting Dir, Resources Mgmt
Signature:  Date: 5/14/97	Signature:  Date: 5-16-97

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	22. Position Classification Standards Used in Classifying/Grading Position USOPM GS -510, Acct Series, 12/89
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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								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
 Position is at the Full Performance Level
 BUS: 7777

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

MAJOR DUTIES

Position is established to serve as intermediary between the functional (user) specialists and the automated data processing specialists. The work involves technical advice, assistance and coordination with functional managers, supervisors and specialists in the identification of operational requirements and the subsequent translation of these requirements for information into the language and format appropriate for an independent local system and/or existing standardized computerized systems applications. The work necessitates extensive contact with systems users (i.e., functional specialists) to provide guidance on the design, installation, maintenance, evaluation, and documentation of requirements and procedures. Incumbent is responsible for several complete systems and for assisting Project Leaders/Supervisor in the development, modification, or implementation of assigned portion(s) of an Army-wide or higher headquarters' standardized systems which covers industrial, commercial, financial, budget, manpower or other non-administrative operating programs.

1. Provides technical program advice, coordination, and assistance to functional Resource Management managers, supervisors and specialists to achieve optimum and effective use of standardized data processing systems/programs in order to obtain automation, data requirements, data retrieval, and interpretation; recommend additional areas for planning, controlling, and decision-making; increase effectiveness of operations; and ensure maximum compatibility with related systems within the Directorate and the Command. 15%

2. Develops, manages, and maintains assigned program data/information systems. Interprets, reviews and analyzes broad policies, regulations, procedures, and system(s) requirements from higher echelon to determine impact on local operations and is responsible for their effective application and for developing adaptation and implementing guidance. Develops program approaches, prepares guidance for managers and designs internal control procedures. Monitors program implementation, identifies deficiencies, recommends corrective actions, and documents decisions made by management. Analyzes local system change requests and develops replies to audits, reviews, reports, allegations, and other findings made by internal and/or external review agencies engaged in the inspection of operational activities as they pertain to Resource Management automated and manual systems or procedures. 20%

3. Gathers information from supervisors, employees, reports, regulations, and other sources, and coordinates with computer systems specialists in drafting instructions, procedures, manuals, etc., to establish new local, user-friendly systems; to correct deficiencies in existing systems; or to develop bridges. Assures accuracy and consistency with established regulations, standards, principles and practices. Makes recommendations, with justification, as to the relative value or disadvantage of mechanization of existing systems or methods, considering factors such as cost, computer time, increased efficiency, storage, use, etc. **35%**

4. Assists the Project Leader/Supervisor in the development and analysis of functional systems concepts and logic, systems specifications, implementation procedures, methods of converting existing local manual or automated systems or procedures associated with the design or modification of automated systems in support of assigned portions of higher headquarters' or higher echelon Integration and standardization of a system. Analyzes objectives to develop output requirements, their composition, source data needed to provide input to the system, the methods and media to be used for input and output, report forms and time constraints. Analyzes system's operational adequacy and sufficiency of proposed system to provide an adequate audit trail of data processed and reported. Reviews and analyzes proposed system to determine and evaluate resource requirements. Provides input into procedures and regulations of Command-wide applications. **20%**

5. Monitors Directorate procedural operations for assigned local systems to determine the need for training of functional personnel on new, revised or existing systems and procedures, and develops and conducts training courses. Analyzes and evaluates suggestions pertaining to area of assignment expertise. 10%

Performs other related duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of Congressional legislation, other regulatory agencies, higher echelon, and Command finance and accounting, budget and manpower principles, rules, techniques, methodology, processes, procedures, and requirements, in order to relate them to operating functions and to develop and assist in the design of local manual and/or computerized data processing systems.

- Knowledge of Command programs, organizational structures, operations, and local manual and automated data processing plans for commercial, financial, budget, manpower, industrial or equivalent accounting, budget and manpower systems and operating programs in order to relate program commitments, work processes, and accomplishments; to advise managers on the establishment of efficient and economical manual or automated systems; and to interface with computer systems specialists in the design, installation, implementation and maintenance of assigned systems.

- Working knowledge of standard systems, their functional logic, application, products and interface with other applications and systems in order to evaluate requests and/or suggestions; to provide advice on, design a new local system or change an existing systems to change or recommend changes in policies, plans, procedures and programs; and to develop training modules for assigned system.

- Skill in researching and interpreting procedures regulations, and policy directives applying to broad areas of Resource Management systems and operations in order to determine optimum approaches; to analyze, develop and chart functional logic; to develop new and/or revised manual or automated systems; and in reading, comprehending, and interpreting regulations, instructions and directives in order to apply procedures and implement assigned system; to assure that recommendations and determinations are properly coordinated with other functional areas of the Directorate and Command; and to provide advice and assistance to managers and users on unusual or complex program issues.

- Skill in verbal and written communications in order to develop concise, thorough, written reports on findings and analysis to develop informative procedures as guidance for users; to develop and present training modules; to maintain required documentation for internal/external reviews; and to provide managers with information necessary for decision making in areas of managerial discretion.

- Skill in conducting interviews in order to gather information and to develop and maintain effective interpersonal relationships in order to communicate program goals and requirements with managers, supervisors, users and other specialists in the Command.

FACTOR 2. SUPERVISORY CONTROLS

Works under the general supervision of the Supervisor or Project Leader in the immediate office. Receives general instructions on broad objectives and program goals for a particular project in the assigned area of responsibility. Work is assigned on a long-term basis (i.e., for one year) and includes special projects which are assigned throughout the year. The incumbent exercises considerable independence, judgment and discretion in planning and carrying out all phases of assigned Resource Management Systems affecting programs and activities in the assigned area of responsibility. Completed work is evaluated by Project Leader/Supervisor on the basis of results achieved, i.e., the extent to which advice, analysis and recommendations fulfill regulatory requirements and meet functional needs of the Command.

FACTOR 3. GUIDELINES

Guidelines are both oral and written and include Command, higher echelon, and other government agencies' rules, regulations, procedures, policies, and guidance statements on structure, coverage, and management of assigned system. Incumbent uses significant judgment in adapting and extending these guides to situations encountered in planning and accomplishing the work. Although procedural guidelines are available, due to the variety of tasks or situations which may arise in the course of the work, they may not be completely applicable to a particular assignment or provide specific guidance. Guidelines for designing bridges are brief, general and incomplete. Written and verbal requests for new or revised designs require a high degree of creativity and judgment to implement.

FACTOR 4. COMPLEXITY

Projects involve analyzing all aspects of Resource Management Systems; designing bridges, report formats, and programs for various types of stored data; developing, monitoring and evaluating procedures and reports and presenting project status. Incumbent considers such factors as strengths and weaknesses of established systems; existing policies and procedures pertaining directly or indirectly to the situation, mission objectives, and alternatives within the parameters of resources; history of similar or related requirements and solutions; impact of changes, and interfaces with other projects, procedures or systems which

are complex, new or subject to frequent adjustments due to expansion, evolution, or cyclical nature. In developing recommended courses of action, incumbent must consider a wide variety of regulatory, policy, and procedural guidance and impact on other systems and operating programs where requirements for one aspect of the problem may conflict with another or disclose limited access information to unauthorized personnel.

FACTOR 5. SCOPE AND EFFECT

The purpose of the work is to provide optimal support and procedural guidance to managers, supervisors and users within the Directorate to facilitate the most effective and efficient information management system. Work involves the analysis of data automation, policies, regulations, and procedures to determine their impact on assigned system area and to identify changes in the maintenance and use of data by users. These activities have a direct impact on the overall Command mission. Recommendations made to design new or modify existing systems require in-depth coordination throughout the Command since they may impact on other systems or program operations. The employee must ensure that uniformity, conformity, adaptability, manageability, and real need is inherent in the system design and recommended changes.

FACTOR 6. PERSONAL CONTACTS

Contacts are with managers, supervisors and co-workers in the Directorate, auditors, and co-workers and counterparts in other directorates within the Command, other major subordinate commands, and at higher headquarters via telephone, face-to-face, group meetings, conferences, classes, or informal/formal briefings.

FACTOR 7. PURPOSE OF CONTACTS

The purpose of the contacts is to provide technical information, render advice, and coordinate on the development, design, or modification of Resource Management (RM) Systems and to facilitate analysis and investigations; to develop new RM Systems or revise established systems; and to evaluate the effectiveness of implementing assigned system. Employee uses considerable tact and diplomacy to elicit information from managers and employees and is frequently required to overcome users' resistance to change or to accept alternative courses of action.

FACTOR 8. PHYSICAL DEMANDS

Work is primarily sedentary with some walking, standing and bending. Occasionally, the incumbent may be required to lift

items weighting up to 20 pounds (such as computer runs). Incumbent may be required to travel to various locations via personal vehicle or public transportation when attending meetings wit higher headquarters or other commands.

FACTOR 9. WORK ENVIRONMENT

Work is performed in an office setting with adequate heating, lighting and ventilation. .

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 10517

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."