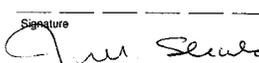


POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. NL10869	
2. Reason for Submission <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location ORLANDO, FL		5. Duty Station ORLANDO, FL	
6. OPM Certification No.		7. Fair Labor Standards Act <input checked="" 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 checked="" type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 3- Critical <input type="checkbox"/> Sensitive <input checked="" type="checkbox"/> 2- Noncritical <input type="checkbox"/> 4- Special		13. Competitive Level Code 1373	
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		RESOURCES SYSTEM ANALYST		GS		0301 13	
e. Recommended by Supervisor or Initiating Office						19 FEB 98	
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 UD ARMY MATERIEL COMMAND (AMC)				d. Fourth Subdivision COST ANALYSIS AND SYSTEMS DIVISION			
b. Second Subdivision SIMULATION, TRAINING & INSTR COMMAND (STRICOM)				e. Fifth Subdivision			
Employee Review. This is an accurate statement of the major duties and responsibilities of my position.				Signature of Employee (optional)			
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 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 MACK R. PERRY, CHIEF, COST ANALYSIS & SYS DIV				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature 		Date 2-23-98		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 GS-334, COMPUTER SPECIALIST; OPM PCS FOR GS-301, MISC ADMIN & PROGRAM SERIES; ADMIN ANALYSIS GRADE EVALUATION GUIDE.			
Typed Name and Title of Official Taking Action JAMES M. SKURKA, DEPUTY TO THE COMMANDER				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.			
Signature 		Date 2-23-98					
23. Position Review		INITIALS		DATE		INITIALS	
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)							

## INTRODUCTION

This position is located in the Directorate for Resources Management, Cost Analysis and Systems Division, Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations and simulators, major instrumentation targets and threat simulation, and the distributed interactive simulation. The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the material development, acquisitions and sustainment activities through the functional matrix organizations and four project managers. The primary purpose for this position is to perform project management functions in support of the Defense Civilian Pay System (DCPS), the Automated Time, Attendance and Productivity System (ATAAPS), the Automated Labor, Time and Attendance Input and Reporting System (ALTAIRS), the Standard Operations, Maintenance, Army Research and Development System (SOMARDS), International Merchants Purchase Authorization Card (IMPAC) and the Project Information Management Information Systems at STRICOM.

## MAJOR DUTIES

1. Develops, analyzes and evaluates the effectiveness of the Defense Civilian Pay System (DCPS), the Automated Time, Attendance and Productivity System (ATAAPS), the Automated Labor, Time and Attendance Input and Reporting System (ALTAIRS), the Standard Operations, Maintenance, Army Research and Development System (SOMARDS), International Merchants Purchase Authorization Card (IMPAC) and the Project Information Management Systems work methods and procedures in order to monitor and improve the information and documentation systems of management controls throughout STRICOM's functional organizations. Provides advice ensuring emerging technological capabilities integrate into existing architecture base while maintaining an effective utilization towards implementing end user projects. In support of this effort, compiles complex resource management information in terms of financial, labor, and project data related to budgeting, reporting, procurement, financial management, auditing, ADP, and accounting procedures and concepts.

Analyzes regulatory material and initiates necessary changes. Advises management concerning resources data and provides information relative to the operation of the command. Analyzes STRICOM business processes as it applies to programs, programmatic, information, organizational operations, services and data e.g., DCPS, ATAAPS, ALTAIRS, SOMARDS, IMPAC and Financial Management. Develops new or substantially modified work processes for systems used to manage and control techniques that support the Command's, AMC, DA and DOD financial processes. Oversees the development, summarization, and substantiation of complex resources data affecting numerous business processes owned by the Director for Resources Management, and all processes related to project management and labor processes. Develops local guidance and procedures for implementation of mandatory technical standards. Disseminates standards to users, provides training and implementation assistance and reviews and prepares recommendations concerning all requests for waivers of mandatory standards.

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2. Identifies potential problems/issues and recommends and monitors the implementation of actions to correct potential problem areas, i.e., DCPS, ATAAPS, ALTAIRS and SOMARDS in any or all of the standard systems, i.e., improve operating program effectiveness and maintain the integrity of financial, labor and project information as it relates to resources management. Develops methods for capturing data from a variety of sources and develops integration-unique functional requirements for improvement of existing or development of new databases/initiatives.

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3. Develops policies, procedures and methods required for accomplishing the evaluation of assigned programs and efforts. Directs and monitors the implementation of related procedures by all Government agencies and industry having an interest or concern with the program. Evaluates the progress of the program as it relates to the execution of the program objectives. Reviews and analyzes the program progress reports received from all entities (internal and external) and identifies areas wherein the programs are not progressing or being accomplished as planned. Reviews the interrelated and dependent steps and processes.

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4. Advises management concerning resources data and provides information relative to the operation of the command. Chairs meetings to discuss areas of concern and to obtain additional

or clarifying data required to isolate problems. Analyzes problems and difficulties encountered in program development and provides guidance to other office personnel, management, other Government agencies and contractors to assist in initiating and expediting appropriate actions. Visits agencies and contractors to assure that methods being employed for developing data required for evaluating project progress in terms of the master plan and program objectives will provide meaningful data and that it can be furnished in a timely and efficient manner. Develops and directs the implementation of methods to overcome potential and existing program inadequacies and deficiencies. Makes formal and informal presentations to higher echelons outlining the history, current status, and planned future actions as pertains to the master plan and program objectives for the program/project.

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**Performs other duties as assigned.**

**Factor 1. Knowledge Required by the Position**

**- Level 1-8 - 1550 Pts**

- Knowledge and skill in applying analytical and evaluative methods and techniques to studies concerning the efficiency and effectiveness of program operations and maintain the integrity of financial, labor and project information as it relates to resources management.

- Knowledge of subsystem areas (local area networks/data communications software, operating systems, data base management systems, electronic mail, programming languages, etc.) with an emphasis on software and user interfaces, (i.e., client/server technology).

- Comprehensive knowledge of all phases of the Planning, Programming, Budgeting, and Execution System (PPBES) as it is implemented and executed within AMC and STRICOM.

- Knowledge of the interrelationship between the standard payroll (DCPS), timekeeping (ALTAIRS/ATAAPS), personnel (DCPDS) and accounting systems (SOMARDS), project management system (PROJECT CREATE) and other installation systems (STRICOM MIS TOOLS) and their functions and processes.

- Knowledge of agency standards, policies and procedures, computer techniques, requirements and methods, including a

familiarity with approaches used by organizations in order to evaluate and advise managers on the need for changes in existing policies and procedures.

- Knowledge of implementation and of application software design and its development techniques, policies and procedures. Skill in relating aspects or parts of a project to the overall needs of the installation.

- Knowledge of and skill in applying a wide range of methods used to gather, analyze and evaluate information concerning management processes, draw conclusions and recommend appropriate action.

- Skill in written and oral communication to effectively prepare and present findings and recommendations, carry out specific actions regarding controversial issues and to implement new ideas, changes or modifications to systems(s).

- Expert knowledge and skill in maintaining operating systems where there is a greater than normal need to correlate improvements with the entire system and there is substantial need for improving systems capabilities and providing solutions to program management problems.

- Knowledge of project management systems (PROJECT CREATE), labor management (ALTAIRS/ATAAPS) and accounting management (SOMARDS), their interrelationships, methods and techniques, and program practices, policies and functions to accomplish sound information management of Resources Management processes.

- Skill in identifying and proposing solutions to management problems on a priority basis for which previous studies and established management techniques have proved to be inadequate.

**Factor 2. Supervisory Controls - Level 2-4 - 450 Pts**

- Supervisor makes general assignments outlining overall policies and general objectives. Incumbent is relied upon to develop own work methods and procedures to plan, direct, and coordinate assignments with complete independence and carry out assignments and make appropriate recommendations. Work is subject to review by the supervisor for compatibility with goals, guidelines and achievement of intended objectives.

**Factor 3. Guidelines - Level 3-4 - 450 Pts**

- Guidelines consist of Army regulations, federal laws, policy statements, procedures, practices and other material governing management of functions, organizations and employees. Often these guidelines do not apply specifically to particular complex and technically difficult management situations, thus requiring use of a high degree of judgment and creativity of selecting, interpreting and adapting guides.

**Factor 4. Complexity - Level 4-5 - 325 Pts**

Assignments are complex in nature and involve the study of organizations, work processes or functions that are interrelated throughout the installation. Work requires the incumbent to have knowledge and skill in automated systems to define approaches to solve specific major problems arising with the accounting, project management, and labor systems supporting resources management for the command. Develop new ideas to solve operational problems through changes to ADP resources systems. Advise functional and managers on satisfying regulatory requirements or improving operations.

**Factor 5. Scope and Effort - Level 5-5 - 325 Pts**

The purpose of this work is to automate, execute and maintain resource systems. It requires the management, control, and flow of resources systems input documents and source data, and the ability to operate at the staff level of a directorate to program, budget, consolidate, and defend substantive interrelated estimates (funding, contracts, and manpower plans) submitted to higher echelons. Work involves review and analysis of issues to determine effectiveness, efficiency, and productivity affecting assigned programs/projects, i.e., accounting, and labor systems support resources management for the command.

- The work further includes the development and maintenance of management information systems, and development of procedures and formats for timely and accurate reporting. These measures are required to ensure that resource allocation objectives are being met and to assess effectiveness from a programmatic standpoint.

**Factor 6 and 7. Personal Contacts and Purpose of Contact**  
**Level 3c - 180 Pts**

Persons Contacted: Contact includes directors, project directors, budget analysts, program analysts, accountants and outside DOD payroll and accounting offices. Presents controversial and critical observations, findings and recommendations in dealings with line managers and supervisors within the command.

**Factor 8. Physical Demands - Level 8-1 - 5 Pts**

- The work is primarily sedentary, although some slight physical effort may be required.

**Factor 9. Work Environment Level 9-1 - 5 Pts**

- Work is conducted in a typical office setting.

**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# ML 109W1001**

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