

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

1. Agency Position No. **NL 11620**

2. Reason for Submission: Redescription Reestablishment New Other

3. Service: Hdqtrs. Field

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

5. Duty Station: **Orlando, 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 No

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

11. Position is: Supervisory Managerial Neither

12. Sensitivity: 1 - Non-Sensitive 2 - Noncritical Sensitive 3 - Critical Sensitive 4 - Special Sensitive

13. Competitive Level Code: **1366**

14. Agency Use

Replaces JN NL11061

15. Classified/Graded	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	Workforce Operations Officer	GS	0301	13		
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: **Human Resource Management Division**

a. First Subdivision: **Army Materiel Command (AMC)**

d. Fourth Subdivision

b. Second Subdivision: **STRICOM**

e. Fifth Subdivision

Signature of Employee (optional)

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: **James B. Godwin, COL, Chief of Staff**

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

Signature:  Date: **11 Jan 00**

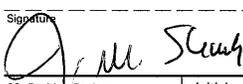
Signature: _____ Date: _____

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: **USOPM PCS, GSSG, Jan 99**
USOPM PCS Handbook of Occupational Groups and Families, Jan 99

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.

Typed Name and Title of Official Taking Action: **James M. Skurka, Deputy to the Commander**

Signature:  Date: **12 Jan 00**

Signature: _____ Date: _____

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

24. Remarks

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

Previous Edition Usable

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295 USAPPC V1.00

INTRODUCTION

This position serves as Chief of the Human Resources Division, Simulation, Training and Instrumentation Command (STRICOM), which is a Major Subordinate Command (MSC) of the Army Materiel Command (AMC). The primary purpose of the position is to serve as the command's personnel expert advisor, which includes policy development and program management. Oversees a variety of personnel and support related programs to ensure STRICOM maintains the optimum balance of human resources skills/labor utilization, maximum stability of workforce and the quality, efficiency and consistency of personnel and manpower management activities.

MAJOR DUTIES

1. Manages the command's personnel program. Plans, develops, administers and oversees the accomplishments of the overall and specialized programs in staffing, position management and classification, and management-employee relations. Responsible for ensuring personnel processes and procedures are followed in accordance with prevailing rules and regulations. Works closely with the Naval Air Warfare Center Training Systems Division via Interservice Support Agreement (ISSA). Keeps command apprised of special employment programs (student employment programs, Upward Mobility Program, Intern Program, handicapped employment program, VRA appointments, etc.) and other personnel programs such as Priority Placement Program, Voluntary Separation Incentive Program (SIP), Career Program, Family Member Leave Act, etc.) and any changes thereto. Develops new policies and procedures to ensure compliance within STRICOM of new legislation and initiatives. 40%
2. Manages, oversees, and develops STRICOM policy and program evaluations for specific Army initiatives and programs. Serves as Army Acquisition Workforce and Army Acquisition Corps single point of information. Oversees and monitors the Acquisition Workforce certification process and the Army Acquisition Corps (AAC) acceptance process. Responds to requests for information and reports on the command's Army Acquisition Workforce. Responsible for effective and efficient execution of command's training program including identification of training requirements, advertisement of training opportunities, timely submission of applications and report requirements. Maintains command's performance and incentive awards program for civilian employees. Establishes procedures for ensuring that all civilian performance appraisals are processed timely. Maintains records and provides command level status reports. Advises command at all levels of Equal Employment Opportunity (EEO) and Affirmative Action program requirements and responsibilities. Represents STRICOM at conferences and meetings relative to assigned programs, policies, objectives, etc. 30%
3. Supervises personnel in the accomplishment of assigned functions. Insures adherence to schedules and priorities; interprets policy for subordinates; and provides professional and administrative advice and decisions as required to resolve problems. Keeps informed of work progress, changes in guiding policies, and program emphasis. Adjusts work priorities and schedules of subordinates to

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meet new or changed overall program objectives. Responsible for the execution of administrative and personnel management responsibilities related to the accomplishment of the assigned mission. Initiates personnel or position actions, develops needs, assures that training is given, resolves informal complaints and grievances. Approves or disapproves requests for leave. Promotes acceptance and adherence to provisions of Labor-Management Relations, and other special emphasis programs. 30%

Performs other duties as assigned.

SUPERVISORY FACTORS

1. Scope and Effect: Level 1-2 350 Points

Directs personnel and program services, which support and directly affect the operations of a major subordinate command. The program segments directed affect all employees and the ability of a highly visible segment of DOD to perform its mission.

2. Organizational Setting: Level 2-2 150 Points

The position is accountable to a position that is one reporting level below the first SES, flag or general officer.

3. Supervisory and Managerial Authority Exercised: Level 3-2 450 points

Assigns, plans and schedules subordinates' work on a year-to-year basis; evaluates performance; advises and counsels employees; resolves complaints and takes disciplinary measures for lesser matters; approves employee leave; interviews candidates; ensures necessary employee development and training; and develops long-range work plans and programs in conjunction with higher management.

4. Personal Contacts -
Subfactor Level 4A-2 50 Points

Frequent contacts are with high-ranking military and civilian managers, supervisors and technical staff or with comparable personnel.

Subfactor Level 4B-2 75 Points

The purpose of contacts is to represent the program in obtaining or committing resources; gaining compliance with established policies, regulations, or contracts; coordinating the work within the command, and resolving controversial work issues.

5. Difficulty of Typical Work Directed: Level 5-7 -930 Points

The highest level of work directed and that which represents 25% of the workload is GS-12.

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6. Other Conditions: Level 6-4 1120 Points

Supervision at this level involves substantial coordination and integration of the services provided, to ensure effective operational support of all elements of the STRICOM mission.

Total Points: 3225 Equates to the GS-13.