

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

1. Agency Position No. NL11642

2. Reason for Submission:  Redescription,  Reestablishment,  New,  Hdqtrs.,  Field

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),  SES (Gen.),  SES (CR)

11. Position is:  Supervisory,  Managerial,  Neither

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

13. Competitive Level Code: 1370

14. Agency Use

Explanation (Show any positions replaced): Replaces NLA9172

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	Program Analyst	GS	0343	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: Project Manager for Training Devices (T)

a. First Subdivision: U.S. Army Materiel Command (AMC)

d. Fourth Subdivision

b. Second Subdivision: Simulation Training and Instrumentation Command (STRICOM)

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: Anthony Bradley, Acting Deputy PM, Training Devices

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

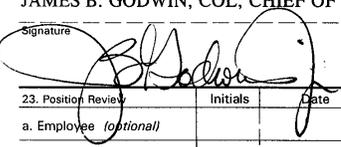
Signature:  Date: 26 Jun 00

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 Management and Program Analysis Series, GS-0343, Aug 90; OPM PCS Admin Anal Grade Evaluation Guide, Aug 90

Typed Name and Title of Official Taking Action: JAMES B. GODWIN, COL, CHIEF OF STAFF

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: 1/25/00

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

24. Remarks: This is a full performance position. BUS: 7777

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

## DUTIES

Serves as the Business Manager for a Project Manager Office (PMO) that has Army responsibility for the life cycle management of large complex acquisition programs. The Project Manager (PM) has management responsibility for the cost, schedule and performance of assigned programs, including the planning, systems integration and execution of individual acquisition projects in advanced concept demonstration, engineering and manufacturing development, production fielding, materiel change, pre-planned product improvements, foreign military sales and integrated logistics support of assigned projects, which represent Army-wide functional area products. These programs are characterized by high visibility, foreign interoperability efforts, advanced technology and accelerated deployment goals and require intensive management. The Business Manager advises and supports the Project Manager's Office in formulation and execution of sound acquisition and business practices, procedures and responses and in the review and evaluation of these activities.

### 1. Business Management:

Serves as principal advisor to the PMO on business management matters to include resource management, acquisition and production management, and review and analysis. Serves as the PM's and DPM's senior advisor and authority for the analysis, planning, prioritization and evaluation of programs. Monitors and coordinates procurement and production plans and programs to assure timely and economical acquisition and fielding of products. Monitors and reviews application of defense reform initiatives and manages other business areas for the PM, such as activity based costing, Government Performance Results Act, internal controls and the adoption of best practices from private sector. Plans, oversees and monitors the budgetary, acquisition planning and programmatic functions. Assesses status, risk and contractor performance of all PMO programs. Assures that business plans and program acquisition strategies are appropriate and executable. Develops PMO business operating procedures and policies. Personally, or in conjunction with the PM or Deputy PM, analyzes workload, objectives and requirements of assigned programs to establish efficient management practices, determine and recommend personnel and administrative fund requirements and assure the highest degree of proficiency in the development of business plans and execution of assigned programs. Establishes PMO work methods and procedures to support efficiency of operations.

### 2. Program Management Support:

Provides advice and program assessment to PM and staff. Evaluates trends in mission operations, and identifies overlapping, duplicative or nonessential activities. Takes or recommends corrective action as appropriate. Determines the need for special studies or analyzes and oversees their accomplishment. Evaluates overall program effectiveness and advises PM/DPM of recommendations for improvements. Assures a consistent application of PM policies and responsibilities throughout the organization. Identifies aggregate cost, schedule and contract performance trends in programs. Provides guidance to responsible analysts and project directors and reviews results of cost estimates, cost analyses and cost initiatives (e.g., cost as an independent variable and total ownership cost reduction) and special studies performed in support of the assigned mission. Advises the PM/DPM of the adequacy of cost analyses, estimates and initiatives. Provides quantitative basis for executive and management decisions. Establishes business/program management

#### Factor 1, Knowledge Required by the Position

Mastery of advanced management and organizational principles; thorough knowledge of PM programs, operations, and structure; expert knowledge of analytical and evaluative methods; and a thorough understanding of business, program and financial management principles, policies and procedures to serve as the principal PM advisor and expert regarding business, program and financial management. This includes knowledge of PM program goals, objectives and priorities, the sequence and timing of various program events and milestones, and methods of evaluating the worth of program accomplishments and the progress in meeting program goals.

Applies knowledge in the development of authoritative recommendations and decisions regarding program cost and schedule control; reprogramming of resources among programs; recommendations for changing pertinent agency policy, or developing policy where it does not exist; and design and conduct of a variety of studies and analyses related to program cost, performance, scheduling and funding. Knowledge is typically applied to issues and studies where guidelines are vague, there are competing interests, and the problems that must be dealt with are critical to the success of the PM's efforts.

#### Factor 2, Supervisory Controls

The employee's overall area of responsibility, as well as the overall priorities and objectives of the PM, are defined by the PM/DPM. Within that area of responsibility, the employee has latitude to choose the methods and approaches necessary to complete assignments. The employee has latitude to determine the scope of efforts necessary to ensure the PM is prepared to deal with issues and changes in the business/program/financial management realm. Completed work is evaluated by the PM/DPM in terms of the successful execution of the PM's financial management program, and the effective use of business/program management techniques and processes in the overall execution of PM programs.

#### Factor 3, Guidelines

Guidelines consist of statutes, regulations, policies and procedures related to business, program and financial management. These guidelines typically outline results desired, but do not go into detail as to the methods to be used to achieve the results. Within the context of these broad guidelines, the employee refines or develops more specific guidelines for effective and consistent implementation of business/program/financial management responsibilities within the PM. Employee also provides input to or recommends changes to higher headquarters policy.

#### Factor 4, Complexity

Projects, studies and evaluations require analysis of interrelated issues of cost, schedule, performance, customer requirements, political concerns, and user needs. Decisions on how to proceed in conducting studies and evaluations are complicated by conflicting interests and goals, variations in funding and user requirements, a wide variety of stakeholders and funding sources, and the subjective nature of many of the factors that must be considered when determining or recommending a course of action. Recommendations and decisions made by the employee take into account potential future changes in program funding, parameters, and support; relative levels of risk associated with different courses of action; and the impact of other programs and decisions.

Factor 5. Scope and Effect

The purpose of the work is to analyze and evaluate the efficiency and effectiveness of PM programs from a business/program/financial management perspective; and to make recommendations and decisions that improve the management of these programs and help ensure their success. As such, the efforts of these employees directly affect the successful accomplishment of critical Army and DoD acquisition projects. Results of evaluations and analyses directly impact the effective and efficient operations of these programs, and often result in improved business and management practices for the PM, the U.S. Army Simulation, Training and Instrumentation Command (STRICOM), the Army Materiel Command (AMC), and the Department of Army (DA).

Factor 6. Personal Contacts

Factor 7. Purpose of Contacts

Personal Contacts include staff analysts within STRICOM, AMC, DA and Department of Defense (DoD); contractors representatives; and Congressional staffers. Contacts occur in both structured and unstructured settings. Contacts are to justify and settle matters involving significant and controversial issues affecting major aspects of PM programs.

Factor 8. Physical Demands

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

Factor 9. Work Environment

Work is primarily performed in an office setting. Periodic visits to contractor production facilities may be required.

## 1. REFERENCES

- a. OPMPCS, Management and Program Analysis Series, GS-343, Aug 90.
- b. OPMPCS, Administrative Analysis Grade Evaluation Guide, Aug 90.

## 2. SERIES AND TITLE DETERMINATION

This position supports a Project Management Office (PMO) in the formulation and execution of sound management and business practices and procedures; and serves as principal advisor to the PMO on business management matters to include resource management and program management. Work requires knowledge of a variety of analytical and evaluative techniques, as well as knowledge of PMO programs, policies and procedures. The position also requires knowledge of financial management principles and techniques. As such, the position is a good match to the Program and Management Analysis Series, GS-343. Because the position is involved in planning, analyzing and evaluating the effectiveness of PM programs, the appropriate title is Program Analyst.

## 3. GRADE DETERMINATION

The Administrative Analysis Grade Evaluation Guide provides grade level criteria for nonsupervisory staff administrative analytical, planning and evaluative work.

Factor 1, Knowledge Required by the Position, Level 1-8, 1550 pts

The position meets the full intent of level 1-8, which involves mastery of a wide variety of qualitative and quantitative methods for the assessment and improvement of program effectiveness.

Factor 2, Supervisory Controls, Level 2-5, 650 pts

The employee is subject to very broad administrative and policy direction regarding the overall priorities and objectives of PM programs. The employee has discretion to plan, schedule and carry out projects in his/her area of responsibility. Findings and recommendations are normally accepted without significant change. Analyses and recommendations are reviewed in terms of the effectiveness of the PM's business, program, and financial management. Most of this position's supervisory controls meet the intent of level 2-5. The only area that may fall short of 2-5 is in the review of work area. At level 2-5, work is normally reviewed only for potential influence on broad agency policy objectives and program goals. As described above, this position's analyses and recommendations are reviewed in terms of the effectiveness of the PM's business, program and financial management. Although this may appear to fall short of level 2-5, the review of work typical of this position is a substantial match to the standard's description of work being reviewed for "potential influence on....program goals." Level 2-5 is assigned.

Factor 3, Guidelines, Level 3-4, 450 pts

Guidelines are a substantial match to level 3-4, where guidelines are general and require considerable adaptation and interpretation. These guidelines sometimes offer no guidance in the resolution of a particular PM problem or issue. The employee provides definitive interpretation of these guidelines, and may develop or refine more specific guidelines. Level 3-5 is not met because at that level, only basic administrative policy statements are available. The guidelines available to this position are more numerous and specific.

Factor 4, Complexity, Level 4-5, 325 pts

Complexity matches level 4-5 where work consists of projects and studies that require analysis of interrelated issues of effectiveness, efficiency, and productivity of PM programs. Work is complicated by a wide variety of factors including differing guidelines, different funding sources, changing priorities, and changes in funding levels. Level 4-6 is not met because at this level, the

employee completes analytical studies involving the substance of key agency programs, and the work typically involves efforts to develop and implement programs based upon new or revised legislation. This position's assignments do not typically have such breadth or complexity.  
Factor 5, Scope and Effect, Level 5-5, 325 pts

The position matches level 5-5 where the purpose of the work is to analyze and evaluate major administrative aspects of substantive, mission-oriented programs. The work involves identifying and developing ways to resolve problems or cope with issues which directly affect the accomplishment of principal program goals and objectives. The work falls short of level 5-6, where the purpose of the work is to perform very broad and extensive study assignments related to government programs which are of significant interest to the public and Congress. Recommendations resulting from study assignments involve highly significant programs or policy matters and may have an impact on several departments or agencies. Findings and recommendations may result in substantial redirection of federal efforts or policy related to major national issues.

Factor 6, Personal Contacts, Level 6-3

Factor 7, Purpose of Contacts, Level 7-d, 280 pts

Contacts are with Army and DoD analysts, other agencies, contractors, and congressional staffers. Contacts with these individuals are for the purpose of resolving controversies and negotiating solutions.

Factor 8, Physical Demands, Level 8-1, 5 pts

Factor 9, Work Environment, Level 9-1, 5 pts

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Total Points: 3590 = GS-13 (3155-3600)

Note: Team leader-type duties were considered for evaluation using the General Schedule Leader Grade Evaluation Guide, but the team leader functions of these positions do not meet the minimum authorities required for coverage under the guide.

Classification: Program Analyst, GS-343-13

**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 11042002**

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