

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

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field				3. Service		4. Employing Office Location Orlando, FL.		5. Duty Station		1. Agency Position No. NL12563	
Explanation (Show any positions replaced) Replaces: NL12069				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" 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		6. OPM Certification 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 checked="" 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 Sensitive <input checked="" type="checkbox"/> 2 Noncritical Sensitive <input type="checkbox"/> 4 Special Sensitive		13. Competitive Level Code 0761		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	IT SPECIALIST (SYSANALYSIS)	GS	2210	07		
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 Chief of Staff (CS)	
a. First Subdivision U.S. Army Materiel Command (AMC)		d. Fourth Subdivision Information Systems Division (CSI)	
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 James McBrayer, Chief, Information Systems Division		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date	Signature	Date
	13 March 2002		

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 Job Family PCS for Administrative Work in the Information Technology Group, GS-2200, May 01. Series covered by this standard: Information Technology Management, GS-2210.

23. 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 L. Laughlin, Colonel, GS, Chief of Staff

Signature: Date: 27 Mar 02

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

24. Remarks  
This is an upward mobility or developmental position training to the performance level of GS-11, Position No. NL12565. 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

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

Previous Edition Usable

### INTRODUCTION

This position is located in the office of the Chief of Staff, Information Systems Division (CSI) within the 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 test instrumentation; targets and threat simulators; and distributed interactive simulation. The mission includes cradle-to-grave life cycle acquisition with each phase of the acquisition process. CSI provides information technology products and services that are linked to STRICOM's business goals and objectives. CSI formulates command policy for automated information needs of STRICOM to ensure all data used to: track training device acquisition milestones; the logistics support for training devices; and contract and financial data; is maintained in a common database. CSI develops strategies for managing office automation initiatives to continuously enhance productivity within the Command.

The purpose of this position is to assist in matters pertaining to customer requirement analysis and managing the design, development, and implementation of computer systems. Particular emphasis lies in areas of planning and project management to clearly define business processes and customer requirements for information technology (IT) products.

### MAJOR DUTIES

1. Serves as a member of a team for the analysis, evaluation, development and implementation of computer based systems used for managing the Command's routine and recurring office automation requirements. Participates as a member on Integrated Process Teams. Responsibilities include planning, organizing, managing tasks and resources to accomplish implementation of IT capabilities with consideration to constraints such as time, schedule and performance. Achieves specific objectives within deadlines, tracks project requirements and generates project schedules which outline required resources. Monitors and evaluates contractor progress. Projects usually require resolving commonly encountered work problems and deviations in order to affect their solution. The major goal is to enhance and improve productivity in the office place.

25%

2. Serves as STRICOM Telecommunications Officer (TCO) responsible for the development of a telephone system usage control program that is cost effective and provides reasonable assurance that the telephone system is used in the best interest of the government.

Serves as the Command System Administrator for servicing over 1000 stations for the Private Automated Branch Exchange (PABX). Responsibilities include customer requirement analysis, determinations, using detailed knowledge of system capabilities, detection of system errors and data analysis/validation. Responsible for the procurement, distribution and billing of phone cards and cellular phones charges. Interacts with various telecommunication vendors and Naval Air Warfare Center Training Systems Division (NAWCTSD) to meet the telecommunications requirements of the Command.

20%

3. Participates in the planning of the annual IT budget to support technology research and program requirements. Updates the Management Information Systems (MIS) Board on Information Management Systems Projects, schedules, purchases and budget. Serves as the executive assistant for the MIS Board and provides minutes and tracks action items for the STRICOM CIO. Provides weekly status reports on projects to supervisor.

15%

4. Responsible for the Command's Procurement System in support of meeting customer requirements for IT products and services. Tracks and monitors IT procurement requests. Coordinates with appropriate financial and support service personnel to ensure timely delivery of requested IT products and services. Reviews the internal policies and procedures pertaining to IT procurements. Based on this review and analysis makes recommendations to streamline the process and create a more timely response to the customer.

20%

5. Responsible for the Command's record management requirements. Make recommendations as to how IT principles may be applied to meet Department of the Army (DA) or Department of Defense (DOD) record management regulations.

10%

6. Keeps abreast of technology advances in the automation arena and makes recommendations pertaining to the new hardware and communications that will enhance STRICOM's business operations. Maintains continued communication within the Command's offices and outside activities such as other DoD commands and industry.

10%

Performs other duties as assigned

**FACTOR 1 - KNOWLEDGE REQUIRED - Level 1-6 - 950 Points**

Knowledge and skill to assist in identifying and specifying business requirements for new and enhanced systems; prepare

routine and recurring business cases and feasibility studies and; develop basic system specifications.

Knowledge of contractual principle arrangements involving information technology (IT) to accomplish routine and recurring implementation projects using contracted IT resources.

Knowledge of STRICOM business units, processes and software applications to assist in recognizing opportunities to manage introduction of new technologies in those processes.

Knowledge of the Information Systems Division programs, objectives and characteristics of the resources and infrastructure, i.e. hardware, software, and telecommunications equipment in use at STRICOM.

Knowledge of the principles of project management.

Knowledge of design and development stages of software/hardware advanced technology products to prepare recommendations for changes in policies and strategies required to integrate new technology into basic hardware, software and communications architecture supporting business processes directly related to training and simulation technology programs.

Skill in planning, implementing and evaluating a wide variety of technology programs that support the objectives of training and simulation programs.

Skill to participate as a member of integrated product teams (IPTs).

Skill in problem identification and analysis techniques/reasoning to assist in the assessment of functional requirements directly related to support of training and simulation programs to generate an annual budget.

Ability to adapt precedents or make significant departures from previous approaches in determining information needs.  
Ability to analyze business systems and processes and make recommendations for improvements.

Ability to analyze data and/or information and draw conclusions on quantitative and substantive qualitative information on own initiative.

Ability to use commercial software packages and custom information systems to record, track and report data as to management.

**FACTOR 2 - SUPERVISORY CONTROLS - Level 2-2 - 125 Points**

The supervisor instructs incumbent on the purpose of the assignment and its scope, limitations, expected deadlines, and priorities. The supervisor also advises the incumbent on peculiarities of new assignments. Incumbent works independently, but within the framework the supervisor established and in conformance with established practices and prescribed procedures; and refers problems not covered by the supervisor's instructions or guides to the supervisor for help or a decision. The supervisor reviews completed work closely to verify accuracy and conformance to required procedures and any special instructions; reviews findings and conclusions to ensure they are supported by facts; and typically reviews in detail the more difficult work of a type the incumbent has not previously done.

**FACTOR 3 - GUIDELINES - Level 3-2 - 125 Points**

The employee uses a number of guidelines that are directly applicable to the assignment. Guidelines include Army regulations, federal laws, policy statements, procedures, practices and other material governing information systems administration and management of functions, organizations and employees as well as STRICOM mission and function statements. Guidelines prescribe established procedures and techniques and provide clear precedents. Incumbent uses judgment in researching, choosing and applying the most appropriate guidelines for adaptation to specific problems or issues; determines the appropriateness and applicability of any minor deviations within existing guidelines; and refers to the supervisor situations to which the existing guidelines cannot be applied or that require significant deviations. Initiative is used in researching technologies to satisfy particular requirements. The employee applies judgment to assist in evaluating and advising management on the advantages/impacts of incorporating new technology into basic hardware/software/communications architecture.

**FACTOR 4 - COMPLEXITY - Level 4-3 - 150 Points**

Assignments consist of a variety of duties that involve many different and unrelated processes and methods pertinent to the IT field. They typically involve technical analysis, evaluation, development and implementation of computer based systems used for managing the Command's routine and recurring office automation requirements. Typical assignments require developing detailed plans, goals, and objectives for the implementation and administration of the projects, and evaluating the effectiveness of the proposed projects.

Decisions about how to proceed in planning, organizing and conducting studies requires deciding what needs to be done based on analyses of the subjects and issues and selecting appropriate

courses of action from many acceptable alternatives. Participates in the integration efforts of a design team consisting of multiple IT specialties in accomplishing individual components of the development efforts.

The employee identifies and analyzes important factors and conditions in order to recognize and apply an understanding of interrelationships among different IT functions and activities. Options, recommendations, and conclusions developed by the incumbent require judgment to interpret data, plan the work, and refine the methods and techniques being used. Works closely with the applications development team and customers throughout the software design process.

**FACTOR 5 - SCOPE AND EFFECT - Level 5-2 - 75 Points**

Scope of the work involves carrying out tasks requiring application of specific standards, methods, and procedures in developing information about customer functional requirements; and a complete segment of an assignment or project of broader scope.

Work affects the overall accuracy, reliability, acceptability, and timeliness of design, testing, implementation, operation, or support of IT systems; or the quality and reliability of services by enabling more experienced specialists to accurately identify and specify business requirements that lead to the production of quality software.

**FACTOR 6, PERSONAL CONTACTS &**

**FACTOR 7, PURPOSE OF CONTACTS - 2b - 75 Points**

Contact includes management analysts, budget analysts, program/project managers and other STRICOM managers. Contacts also are maintained with outside activities such as other DoD commands and industry. Contacts are in moderately structured settings. Within STRICOM, the supervisor provides assistance on controversial or unusual situations that do not have clear precedents when presenting controversial and critical observations, findings and recommendations (for substantial changes in customary work operations) in dealings with line managers and supervisors within the organization.

Purpose of contact is to influence others to utilize particular technical methods or procedures, or to persuade people who are working toward mutual goals and have basically cooperative attitudes. Continual liaison with industry trading partners and others outside STRICOM required to exchange information and identify options for resolving problems.

**FACTOR 8 - PHYSICAL DEMANDS - Level 8-1 - 5 Points**

Work is mostly sedentary. Some work may require walking and standing in conjunction with travel and to attendance at meetings and conferences away from the work site. Some employees may carry light items such as papers, books, or small parts, or drive a motor vehicle. The does not require any special physical effort.

**FACTOR 9 - WORK ENVIRONMENT - Level 9-1 - 5 Points**

The work area is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions.

**NON-CRITICAL ACQUISITION POSITION**

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

**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 12563**

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