

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION																									
POSITION AND HIRING INFORMATION																									
1. POSITION NUMBER <b>9S43041-9SG2326</b>		2. POSITION TITLE Transformation Portfolio Specialist			3. OCCUPATIONAL CODE YA-1101-02																				
4. ORGANIZATIONAL TITLE USTRANSCOM		5. CAREER GROUP <del>Standard</del>	6. PAY SCHEDULE <del>YA</del> SS	7. PAY BAND <del>02-13</del> 02-13	8. TARGET PAY-BAND <del>02-13</del> 02-13																				
9. OPM FUNCTIONAL CODE		10. DRUG TEST ___ YES ___ X NO			11. BUS CODE 8888 5 USC 7112(b)(1)																				
12. FAIR LABOR STANDARDS ACT ___ N ___ X E 5CFR 551.206			13. DOD SUPERVISORY STATUS & AF SL DOD 8/AF 8/8																						
14. KEY/EMERGENCY ESSENTIAL <b>No</b>		15. MOBILIZATION INDICATOR C – Position required in mobilization and peacetime		16. ENVIRONMENTAL/HAZARD DIFFERENTIAL <b>No</b>																					
17. CERTIFICATION REQUIRED ___ YES ___ X NO		18. POSITIVE EDUCATION REQUIREMENTS ___ YES ___ X NO		19. LANGUAGE REQUIRED ___ YES ___ X NO																					
20. LANGUAGE IDENTIFIER N/A		21. FINANCIAL STATEMENTS REQUIRED ___ YES ___ X NO		22. POSITION SENSITIVITY Critical Sensitive																					
23. PAY POOL IDENTIFIER		24. LAUTENBERG/SMITH AMENDMENT ___ YES ___ X NO		25. DUTIES Manages portfolio programmatic activities to include planning, development, implementation, cost and risk of USTRANSCOM TCJ6 transformational activities, initiatives, and programs. Provides oversight and guidance of the transformation strategy and planning processes associated with implementation of Joint C4 Services. Gathers, assembles, and analyzes facts, draws conclusions, devises solutions to problems, and identifies changes and trends as they relate to transformational activities. Applies extensive analytical and technical skills to the identification, consideration, and prioritization of issues or problems concerning efficiency and effectiveness of transformational activities, initiatives, and programs. Devises and develops acquisition approaches for the implementation and integration of transformational activities, initiatives, and IT programs. Oversees the synchronization and integration of transformational changes through the execution and management of programmatic goals and processes. Supports USTRANSCOM Transformation Task Force activities.																					
26. POSITION'S ORGANIZATION USTRANSCOM TCJ6-XC																									
27. POSITION OCCUPIED Competitive			28. a. DUTY STATION (City – County – State Or Overseas Location) Scott Air Force Base, IL																						
			b. GEOGRAPHICAL LOCATION CODE 177835163																						
29. Core Competencies  Air Force Skill Codes:																									
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Percentage</th> <th>Skill Code</th> <th>Shred</th> <th>Subshred</th> <th>Literal Translation</th> </tr> </thead> <tbody> <tr> <td>50%</td> <td>CMC</td> <td>UNB</td> <td></td> <td>Business/Industry Specialist, Systems Acquisition</td> </tr> <tr> <td>25%</td> <td>CMC</td> <td>UNB</td> <td>ZAF</td> <td>Business/Industry Specialist, Systems Acquisition, Program Management</td> </tr> <tr> <td>25%</td> <td>APM</td> <td>PLR</td> <td></td> <td>Computer Specialist, Plans and Requirements</td> </tr> </tbody> </table>						Percentage	Skill Code	Shred	Subshred	Literal Translation	50%	CMC	UNB		Business/Industry Specialist, Systems Acquisition	25%	CMC	UNB	ZAF	Business/Industry Specialist, Systems Acquisition, Program Management	25%	APM	PLR		Computer Specialist, Plans and Requirements
Percentage	Skill Code	Shred	Subshred	Literal Translation																					
50%	CMC	UNB		Business/Industry Specialist, Systems Acquisition																					
25%	CMC	UNB	ZAF	Business/Industry Specialist, Systems Acquisition, Program Management																					
25%	APM	PLR		Computer Specialist, Plans and Requirements																					

# NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION

## 30. COMPONENT INFORMATION

A. STANDARD OCCUPATION CODE (SOC)		B. NATIONAL GUARD BUREAU DUAL STATUS    NON-DUAL STATUS		C. AIR/ARMY RESERVE TECHNICIAN YES    NO
D. AF SPEC CODE/ MIL OCCUPATIONAL SPEC	E. ROLE LEAVE BLANK	F. SPECIALTY LEAVE BLANK	G. SCOPE AND IMPACT LEAVE BLANK	
H. ORGANIZATIONAL ENVIRONMENT  HQ USTRANSCOM	I. CAREER FIELD/ COMMUNITY  E	J. RESERVED FOR COMPONENT USE  CLC: 4XSA		31. PPP OPTION CODE

## 32. SKILLS INFORMATION


1. Comprehensive knowledge of, and skill in applying government policies, directives, and other regulatory memorandum concerning portfolio management and IT system utilization, acquisition, technological advances, and standardization of C4S principles, concepts, methods, standards, practices, and processes. Knowledge of strategic planning processes and techniques.
2. Thorough knowledge of, and skill in applying, IT system program management and acquisition regulations, policies, guidelines, practices and procedures.
3. Broad knowledge of DOD IT systems including configuration, applications, operating systems, and management principles and techniques. Extensive knowledge of DOD, Service, Joint Staff, commercial, and GSA directives, regulations, practices, and policies. Detailed knowledge of Defense Transportation System information technologies.
4. Professional skill and ability to communicate effectively, both orally and in writing, complex technical issues and statement prepared for senior military, government, and civilian officials. Skills and ability to present technical briefings, chair meetings, and prepare reports.
5. Ability to apply extensive knowledge of current IT methods, practices and procedures. Stays current of technological advancements in an ever-changing environment.
6. Ability to plan, organize, prioritize, and delegate daily workload to meet changing deadlines and rapidly changing circumstance.

## 33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS


1. Incumbent may be required to travel by regularly scheduled passenger, military, or commercial aircraft in the performance of temporary duty assignments.
2. The employee must obtain and maintain a Top Secret security clearance.
3. This position may require the employee to work other than normal duty hours, which may include overtime.

34. OTHER REQUIREMENTS	B. DOD RESERVED	C. DOD RESERVED	D. DOD RESERVED	E. COMPONENT USE
A. DOD RESERVED				

## 35. AUTHORIZED MANAGEMENT OFFICIAL

a. SIGNATURE 	b. TITLE DANIEL D. GOTWALD Chief, Distribution Transformation and Support Division	b. DATE (YYYY/MM/DD) 2007/06/11
---	--	------------------------------------

## 36. CLASSIFICATION APPROVED BY

a. SIGNATURE 	b. TITLE HR Specialist (Class/Staffing)	b. DATE (YYYY/MM/DD) 2007/06/12
---	---	------------------------------------

Raj Singh      HR SPEC      2010 JUL 13

**GS-13 ADMINISTRATIVE (9SG2326)****CLASSIFICATION CRITERIA:****Factor 1, Knowledge Required by the Position**

Level 1-8

1550 Points

Comprehensive knowledge and mastery of an administrative field to apply experimental theories and new applications or developments to problems not susceptible to treatment by accepted methods. Extensive knowledge of advanced concepts, principles, practices, methods, and techniques to provide expert judgment concerning programs/operations; resolve complex, unique problems, conditions, or issues; or significantly alter standard practices, processes and known techniques. Knowledge of the missions, roles, functions, organizational structure, and operation of the DOD, Air Force, and user commands that govern, interface with, and/or influence assigned programs. Comprehensive knowledge of the laws, principles, policies, practices, and precedents applicable to the program.

**Factor 2, Supervisory Controls**

Level 2-4

450 Points

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

**Factor 3, Guidelines**

Level 3-4

450 Points

Administrative policies and precedents are applicable but are stated in general terms. Guidelines for performing the work are scarce or of limited use. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.

**Factor 4, Complexity**

Level 4-5

325 Points

The work includes varied duties requiring many different and unrelated processes and methods that are applied to a broad range of activities or substantial depth of analysis, typically for an administrative or professional field. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes that result from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information.

**Factor 5, Scope and Effect**

Level 5-4

225 Points

The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems, or questions. The work product or service affects a wide range of agency activities, major activities or industrial concerns, or the operation of other agencies.

**Factor 6, Personal Contacts**

Level 6-3

60 Points

The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting. For example, the contacts are not established on a routine basis; the purpose and extent of each contact is different; and the role and authority of each party is identified and developed during the course of the contact. Typical of contacts at this level are those with people in their capacities as attorneys; contractors; or representatives of professional organizations, the news media, or public action groups.

**Factor 7, Purpose of Contacts**

Level 7-3

120 Points

The purpose is to influence, motivate, interrogate, or control persons or groups. The persons contacted may be fearful, skeptical, uncooperative, or dangerous. Therefore, the employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant.

**Factor 8, Physical Demands**

Level 8-2

20 Points

The work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as typewriters and record boxes. The work may require specific, but common, physical characteristics and abilities, such as above average agility and dexterity.

**Factor 9, Work Environment**

Level 9-1

5 Points

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

GS-13 Point Range: 3155-3600

Total Points: 3205

Grade: GS-13

**CLASSIFICATION ADDITIONAL NOTES:** US OPM Administrative Analysis Grade-Evaluation Guide, TS-98, Aug 90; US OPM Handbook of Occupational Groups and Families, series definition for General Business and Industry, GS-1101, Jan 99; US OPM Introduction to the Position Classification Standards, TS-107, Aug 91 (HRCD-7, July 1999).

The General Business and Industry Series, GS-1101 includes all classes of positions the duties of which are to administer, supervise, or perform (1) any combination of work characteristic of two or more series in the GS-1100 Group, where no one type of work is series controlling and where the combination is not specifically included in another series; or (2) other work properly classified in this group for which no other series has been provided.

**SHOULD BE REVIEWED FOR A BETTER UNDERSTANDING OF THE POSITION.**

**9SG2326**