

Review Upon Vacancy

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION

POSITION AND HIRING INFORMATION

1. POSITION NUMBER 9S-N4204-9S-G2032		2. POSITION TITLE Management Analyst			3. OCCUPATIONAL CODE 0343	
4. ORGANIZATIONAL TITLE TRAC2ES Functional Program Manager		5. CAREER GROUP SC	6. PAY SCHEDULE YAGS	7. PAY BAND 0212	8. TARGET PAY BAND 0212	9. OPM FUNCTIONAL CODE N/A
10. DRUG TEST YES X NO	11. BUS CODE 8888-5USC CH 7112(b)(2)	12. FAIR LABOR STANDARDS ACT N X E 5 CFR 551.206			13. DOD SUPERVISORY STATUS & AF SL DoD-8/AF-8	
14. KEY/EMERGENCY ESSENTIAL N/A		15. MOBILIZATION INDICATOR C - Position required in mobilization and peacetime		16. ENVIRONMENTAL/HAZARD DIFFERENTIAL No		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 X YES NO		22. POSITION SENSITIVITY Critical Sensitive		23. PAY POOL IDENTIFIER		24. LAUTENBERG/SMITH AMENDMENT YES X NO

25. DUTIES: Serves as TRAC2ES Functional Program Manager and subject matter expert (SME) for healthcare information management and information technology for the Command Surgeon and Command, Control, Communications, and Computer Systems (C4S) Director reporting directly to the Deputy Command Surgeon. Develop requirements for the Transportation Command Regulating And Command/Control Evacuation System (TRAC2ES). Collaborate interagency, interdepartmental and across all geographic and functional COCOMS to identify and vet potential new requirements to support global patient movement healthcare systems. Manages the TRAC2ES functional change process. Administers and manages the global TRAC2ES accounts. Maintains liaison with internal USTRANSCOM and external organizations to anticipate the future direction of transportation and health IT systems, acquisition policies, and regulatory requirements. Coordinates activities and schedules with internal, as well as, external organizations, suppliers, and customers. Represents USTRANSCOM in dealings with allied nations on a bi-lateral, multi-lateral and security organization basis, including America, Britain, Canada, Australia and New Zealand (ABCA) and NATO Armies Program. Provides comprehensive functional analysis and direction to the program manager on resource allocation, cost management, and deliverables. Assures understanding of TRAC2ES functional, technical and systems requirements, objectives, specifications, and products by all concerned activities. Researches and analyzes problems, issues, or TRAC2ES program requirements. Develops annual financial plan and manages approximately \$600K office budget for supply, contracts and travel. Provides direction for execution for the TRAC2ES acquisition and operation and maintenance budget. Supervises delivery of contracted non-personal services providing help desk, administrative and SME support to the program. Manage interagency and inter-service projects. Chairs the Global Patient Movement Joint Advisory Board Information Management/Information Technology SME Panel. Develop and coordinate documents in support of the JCIDS process. Present and defend those documents in the coordination and briefing process, including presenting directly to the Joint Requirements Oversight Council. Briefs the semi-annual COCOM Surgeons General conference including 3 star flag officer/SES equivalents regarding the current state of patient movement healthcare IT and planned developments. Develops strategic level plans for execution of identified requirements provides them to the program manager for execution. Develop, coordinate and defend Program Objective Memorandum submissions with the Military Health System (MHS) during the annual MHS budget formulation process. Determines critically important strategic level program execution decisions that affect long range delivery of patient movement IT capabilities affecting the COCOMs and provides Joint Staff integrated visibility into patient movement. Reviews formal capabilities and acquisition documents on behalf of the Director C4S. Represents USTRANSCOM at healthcare IT and operational conferences, symposiums, and working groups spanning other COCOMs, components, OSD, academia, international defense organizations and defense industrial base companies. May serve as the contracting officer representative for government support contracts that support the TRAC2ES Program.

26. POSITION'S ORGANIZATION
USTRANSCOM/Command Surgeon

27. POSITION OCCUPIED Competitive	28. a. DUTY STATION (City - County - State Or Overseas Location) Scott AFB, St Clair, IL
	b. GEOGRAPHICAL LOCATION CODE
	177835163

29. Core Competencies
Air Force Skill Codes:

Percentage	Skill Code	Shred	Subshred	Literal Translation
40%	ARG	PLN		Management Analyst/Planning
35%	ARL	PRG		Program Analyst/Programming
25%	ARG	DTS		Management Analyst/Data Systems

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30. COMPONENT INFORMATION

A. STANDARD OCCUPATION CODE (SOC) 0343		B. NATIONAL GUARD BUREAU DUAL STATUS NON-DUAL STATUS		C. AIR/ARMY RESERVE TECHNICIAN YES X NO
D. AF SPEC CODE/ MIL OCCUPATIONAL SPEC M41A4	FOR OFF OFFICIAL USE	RESERVED LEVEL 1	GROUP AND IMPACT LEVEL 1	
H. ORGANIZATIONAL ENVIRONMENT Joint Activity (Multi-Service)	I. CAREER FIELD/ COMMUNITY E-Comm/Info	J. RESERVED FOR COMPONENT USE Org Func Code: MDY Centrally Managed Code: 2 Competitive Level Code: K71A		31. PPP OPTION CODE

32. SKILLS INFORMATION

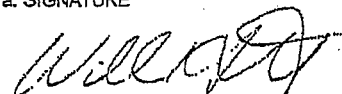
1. Mastery of knowledge of IT investment principles, policies, and practices necessary for the implementation of Distribution Portfolio programs and methodologies for delivering IT programs within cost, schedule, performance, and risk guidelines is required.
2. Knowledge of the Health Insurance Portability and Accountability Act and the Privacy Act and the Privacy Act and ability to apply those principles to the management and protection of sensitive data generated by and contained in TRAC2ES.
3. Professional skill and ability to communicate effectively, both orally and in writing, complex technical issues and statements prepared for senior military, government, and civilian officials. Ability to give briefings, chair meetings, and prepare reports. Ability to articulate critical, highly complex and interagency command and control, health information systems and acquisition concepts. The ability to plan and coordinate interagency workgroups.
4. Knowledge of a wide range of healthcare management operations across the military health system and of DoD health information systems.
5. Ability to apply state-of-the-art resource management and communication technologies to support enhancement and sustainment of TRAC2ES and other healthcare information systems.
6. Knowledge of Federal Acquisition Regulations (FAR) and laws governing the administration, resource allocation, and management contracts.

33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS

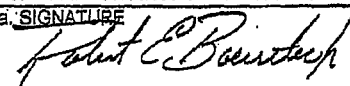
1. Filing of financial disclosure statements is required.
2. Work requires the ability to brief senior officials up to and including 4 star and SES-5 level.
3. Completion of a Masters degree in Business, Public or Healthcare Administration or similar is highly desirable.
4. Travel by military or commercial aircraft in accordance with the Joint Travel Regulation (JTR) to perform temporary duty assignments is required.
5. The employee must have proven mastery of project management by civilian certification (PMP) or Defense Acquisitions University level 1 certification.

34. OTHER REQUIREMENTS A. DOD RESERVED	B. DOD RESERVED	C. DOD RESERVED	D. DOD RESERVED	E. COMPONENT USE
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35. AUTHORIZED MANAGEMENT OFFICIAL

a. SIGNATURE 	b. TITLE Command Surgeon	b. DATE (YYYY/MM/DD) 2008/12/15
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36. CLASSIFICATION APPROVED BY

a. SIGNATURE 	b. TITLE Human Resources Specialist (Classification)	b. DATE (YYYY/MM/DD) 2009/02/27
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Marlynn Mitchell

*Human Resources Specialist
(Classification)*

2010/06/30

GS-12 ADMINISTRATIVE

CLASSIFICATION CRITERIA:

Factor 1, Knowledge Required By The Position

Level 1-7

1250 Points

Knowledge of a wide range of concepts, principles, and practices of the occupation sufficient to carry out difficult and complex work assignments. Knowledge and skill in applying analytical and evaluative methods and techniques to improve organizational efficiency/productivity; develops new or modified work methods, processes or procedures. Knowledge of the major programs, mission, and functions of the organization.

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 4-4

225 Points

The work typically includes varied duties that require many different and unrelated processes and methods, such as those relating to well established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. The work requires making many decisions concerning such things as interpretation of considerable data, planning of the work, or refinement of the methods and techniques to be used.

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 8-1

5 Points

The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as papers, books, or small parts; or driving an automobile. No special physical demands are required to perform the work.

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-12 Point Range: 2755-3150

Total Points: 2790

Grade: GS-12

CLASSIFICATION STANDARD(S) USED: OPM Position Classification Standard for Management and Program Analysis Series, GS-343, TS-98, August 1990, (HRCD-6, January 1999); and OPM Administrative Analysis Grade Evaluation Guide, TS-98, August 1990, (HRCD-6, January 1999)