

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION					
POSITION AND HIRING INFORMATION					
1. POSITION NUMBER <b>9S43097</b> <i>95G2934</i>		2. POSITION TITLE <b>SUPV IT SPECIALIST (SYSANALYSIS)</b>			3. OCCUPATIONAL CODE <b>YC-2210-02</b>
4. ORGANIZATIONAL TITLE <b>USTRANSCOM</b>  <b>Enterprise Infrastructure Support Branch Chief</b>		5. CAREER GROUP <b>Standard</b>	6. PAY SCHEDULE <b>YC GS</b>	7. PAY BAND <b>0213</b>	8. TARGET PAY BAND <b>0213</b>
10. DRUG TEST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	11. BUS CODE 8888-5 USC Chapter 7112.(a)(1)	12. FAIR LABOR STANDARDS ACT <input type="checkbox"/> N <input checked="" type="checkbox"/> E 5CFR 551.205			13. DOD SUPERVISORY STATUS & AF SL DOD-2/AF-1 <b>4</b>
14. KEY/EMERGENCY ESSENTIAL <b>No</b>	15. MOBILIZATION INDICATOR		16. ENVIRONMENTAL/HAZARD DIFFERENTIAL <b>No</b>	17. CERTIFICATION REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
18. POSITIVE EDUCATION REQUIREMENTS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		19. LANGUAGE REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		20. LANGUAGE IDENTIFIER N/A	
21. FINANCIAL STATEMENTS REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		22. POSITION SENSITIVITY <b>Critical- Sensitive</b>		23. PAY POOL IDENTIFIER	
24. LAUTENBERG/SMITH AMENDMENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
25. DUTIES Serves as Chief, Enterprise Infrastructure Support Branch. Manages, develops, and implements USTRANSCOM validated programs and/or Joint Staff directed programs and systems. Performs analysis of functional, financial, and technical aspects of IT requirements, plans, and software development. Takes broadly-defined goals from such sources as system specifications or ill-defined user requirements, compares them to the command's mission, current systems design and state-of-the-art technology in order to design and plan new systems, subsystems, and interfaces to satisfy those goals or requirements. Advises USTRANSCOM and other DoD agency staff specialists and operating personnel on problems encountered in implementing assigned programs and systems and the development of related procedures and proposals. Monitors the development of tests to ensure systems perform in accordance with the functional description and system specifications. Assigns work to subordinates based on priorities, difficulty of assignments, and the capabilities of employees; provides technical oversight; develops performance standards and rates employees; interviews candidates for subordinate positions; recommends hiring, promotion or reassignments; take disciplinary measures, such as warning and reprimands; identifies developmental and training needs of employees; and provides and/or arranges for needed development and training. Provides a work environment that is free from all forms of discrimination, harassment, and retaliation. Addresses subordinates' concerns, whether perceived or real, and follows up with appropriate action to correct or eliminate tension in the workplace. Supports the agency's EEO program.					
26. POSITION'S ORGANIZATION <b>USTRANSCOM TCJ6-XI</b>					
27. POSITION OCCUPIED <b>Competitive</b>			28. a. DUTY STATION (City - County - State Or Overseas Location) <b>Scott Air Force Base, IL</b>		
			b. GEOGRAPHICAL LOCATION CODE <b>177835163</b>		
29. Core Competencies					
Air Force Skill Codes:					
Percentage	Skill Code	Shred	Subshred	Literal Translation	
50%	APM	ZAF		Computer Specialist, Program Management	
25%	APM	PLR		Computer Specialist, Plans and Requirements	
25%	APM	YYB		Computer Specialist, Acquisition	

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION				
36. COMPONENT INFORMATION				
A. STANDARD OCCUPATION CODE (SOC)		B. NATIONAL GUARD BUREAU		C. AIR/ARMY RESERVE TECHNICIAN
		DUAL STATUS NON DUAL STATUS		YES NO
D. AF SPEC CODE/MIL OCCUPATIONAL SPEC	E. ROLE LEAVE BEANS	F. SPECIALTY LEAVE BEANS	G. SCOPE AND IMPACT LEAVE BEANS	
H. ORGANIZATIONAL ENVIRONMENT	I. CAREER FIELD/ COMMUNITY	J. RESERVED FOR COMPONENT USE	K. PFF OPTION CODE	
HQ USTRANSCOM	E - Comm and Info	Gen Skill: DPY		
37. SKILLS INFORMATION				
<p>1. Mastery knowledge of, and skill in applying government policies, directives, and other regulatory memorandum concerning program management, utilization, acquisition, modeling, technological advances, and standardization of C4S principles, concepts, methods, standards, practices, and processes. Extensive knowledge of Strategic Planning processes and techniques.</p> <p>2. Comprehensive 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. In-depth knowledge of Defense Transportation System information technologies.</p> <p>3. Broad knowledge of, and skill in applying, IT system acquisition regulations, policies, guidelines, practices and procedures.</p> <p>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. Skill and ability to present technical briefings, chair meetings, and prepare reports.</p> <p>5. Ability to apply extensive knowledge of current IT methods, practices and procedures. Stays current of technological advancements in an ever-changing environment.</p> <p>6. Ability to plan, organize, prioritize, and delegate daily workload to meet changing deadlines and rapidly changing circumstance.</p>				
38. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS				
<p>1. Incumbent may be required to travel by regularly scheduled passenger, military, or commercial aircraft in the performance of temporary duty assignments.</p> <p>2. The employee must obtain and maintain a Secret security clearance.</p> <p>3. This position may require the employee to work other than normal duty hours, which may include overtime.</p> <p>4. <i>SL code changed from 1 to 4 - only appear to sign 2 CIV employees - not sufficient to meet reqts of 6156.</i></p>				
39. AUTHORIZED MANAGEMENT OFFICIAL				
A. SIGNATURE		B. TITLE		C. DATE (YYYYMMDD)
<i>Daniel D. Gotwald</i>		DANIEL D. GOTWALD Chief, Distribution Transportation and Support Division		20070927
40. CLASSIFICATION APPROVED BY				
A. SIGNATURE		B. TITLE		C. DATE (YYYYMMDD)
<i>Carol J. Walker</i>		HR Specialist (Classification/Staffing)		20071001

*Abigail S. Noyl* HR SPEC (CLASS) 2010/06/29

## **GS-13 ADMINISTRATIVE**

### **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 8-1

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-13 Point Range: 3155-3600

Total Points: 3190

Grade: GS-13

**CLASSIFICATION STANDARD(S) USED:****CLASSIFICATION ADDITIONAL NOTES:**

### GS PD Standards for Sequence #: 1076988

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PD#	PS-OC-PB	Position Title
43097	YC-2210-02	SUPV IT SPECIALIST (SYSANALYSIS)

#### Mission Goal

Manage, develop, and implement validated and funded USTRANSCOM Command, Control, Communications, and Computer (C4) Systems projects and provide command oversight for DOD, Joint Staff C4S, USTRANSCOM component command programs. Implement technical solutions in accordance with current C4S policies, funding constraints, acquisition strategy, maintenance, and integrated logistics support for new programs until the system has been certified, commissioned, and accepted by the responsible operations and maintenance activity.

GS PD Standards for Sequence #: 1076988

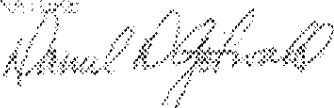
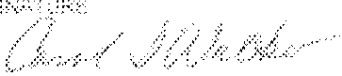
Number	Standard Title	Standard
1	Supervisory Responsibility	By 30 Sep 2010 execute the full range of Branch-level human resources (including performance management as outlined in DoD 1400.25-M, SC1940.5.7.4.) and fiscal responsibilities within established timelines and in accordance with applicable regulations. Develop a plan to ensure adherence to merit principles for the performance cycle. Develop a vision for the branch which aligns performance expectations with organizational goals. Continually develop and improve a service-oriented workforce. As a result, supervision will foster a climate of diversity in the workplace and a culture of honesty, integrity, trust, openness, and respect for individuals.
2	Manage Projects	Manage project(s) as assigned. Throughout FY2010, oversee project management efforts within the Branch to ensure delivery of Campus Communications, BRAC Communications in support of Enterprise Service Management supporting the Fusion Center. Oversee formulation/execution of project schedule. Ensure compliance with USTRANSCOM technical standards. Manage resources matched to requirements. Collaborate with functional and/or user's representatives to ensure user needs are addressed. Manage program risk and formulate mitigation. Measurement: By 30 SEP 10, ensure that all USTRANSCOM assigned projects are on track in accordance with TCJ6 approved milestones and time-lines and compliant with statutory/regulatory requirements. As a result, USTRANSCOM projects will provide efficiency of resources and effectiveness of capabilities delivered to the warfighter.

**GS PD Standards for Sequence #: 1076988**

Number	Standard Title	Standard
3	Contract Oversight	<p>Oversee contract(s) for assigned programs. Monitor contract performance, ensure deliverables are being met, validate billing is accurate. Take appropriate actions for contract deficiencies and/or outstanding performance. Provide support and work as a team member on the AMC-USTRANSCOM Network Services Contract Activities Transition Tiger Team (CATTT) providing transformation and transition of IT Operations. Develop supporting documentation to properly address requirements, cost, and schedule. Ensure all required documents are coordinated through appropriate staff. performance.</p> <p>Measurement: By 30 SEP 10, for all USTRANSCOM assigned programs, ensure that required deliverables have been received; contract billing is accurate; appropriate action for contract deficiencies have been taken; and contracting statutory regulatory requirements are satisfied 95% of the time. Ensure acquisition documentation is compliant with TCAQ/TCJA guidelines.</p>

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<b>29. Core Competencies</b> Air Force Skill Codes: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Percentage</th> <th style="text-align: center;">Skill Code</th> <th style="text-align: center;">Shred</th> <th style="text-align: center;">Subshred</th> <th style="text-align: left;">Literal Translation</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">50%</td> <td style="text-align: center;">APM</td> <td style="text-align: center;">ZAF</td> <td></td> <td>Computer Specialist, Program Management</td> </tr> <tr> <td style="text-align: center;">25%</td> <td style="text-align: center;">APM</td> <td style="text-align: center;">PLR</td> <td></td> <td>Computer Specialist, Plans and Requirements</td> </tr> <tr> <td style="text-align: center;">25%</td> <td style="text-align: center;">APM</td> <td style="text-align: center;">YYB</td> <td></td> <td>Computer Specialist, Acquisition</td> </tr> </tbody> </table>							Percentage	Skill Code	Shred	Subshred	Literal Translation	50%	APM	ZAF		Computer Specialist, Program Management	25%	APM	PLR		Computer Specialist, Plans and Requirements	25%	APM	YYB		Computer Specialist, Acquisition
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# NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION

<b>30. COMPONENT INFORMATION</b>				
<b>A. STANDARD OCCUPATION CODE (SOC)</b>		<b>B. NATIONAL GUARD BUREAU</b>		<b>C. AIR/ARMY RESERVE TECHNICIAN</b>
		DUAL STATUS	NON-DUAL STATUS	YES NO
<b>D. AF SPEC CODE/ MIL OCCUPATIONAL SPEC</b>	<b>E. ROLE</b> LEAVE BLANK	<b>F. SPECIALTY</b> LEAVE BLANK	<b>G. SCOPE AND IMPACT</b> LEAVE BLANK	
<b>H. ORGANIZATIONAL ENVIRONMENT</b>	<b>I. CAREER FIELD/ COMMUNITY</b>  E - Comm and Info	<b>J. RESERVED FOR COMPONENT USE</b>  Gen Skill: DPY		<b>31. PPY OPTION CODE</b>
HQ USTRANSCOM				
<b>32. SKILLS INFORMATION</b>				
<p>1. Mastery knowledge of, and skill in applying government policies, directives, and other regulatory memorandum concerning program management, utilization, acquisition, modeling, technological advances, and standardization of C4S principles, concepts, methods, standards, practices, and processes. Extensive knowledge of Strategic Planning processes and techniques.</p> <p>2. Comprehensive 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. In-depth knowledge of Defense Transportation System information technologies.</p> <p>3. Broad knowledge of, and skill in applying, IT system acquisition regulations, policies, guidelines, practices and procedures.</p> <p>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. Skill and ability to present technical briefings, chair meetings, and prepare reports.</p> <p>5. Ability to apply extensive knowledge of current IT methods, practices and procedures. Stays current of technological advancements in an ever-changing environment.</p> <p>6. Ability to plan, organize, prioritize, and delegate daily workload to meet changing deadlines and rapidly changing circumstances.</p>				
<b>33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS</b>				
<p>1. Incumbent may be required to travel by regularly scheduled passenger, military, or commercial aircraft in the performance of temporary duty assignments.</p> <p>2. The employee must obtain and maintain a Secret security clearance.</p> <p>3. This position may require the employee to work other than normal duty hours, which may include overtime.</p>				
<b>34. OTHER REQUIREMENTS</b>				
A. DOD RESERVED	B. DOD RESERVED	C. DOD RESERVED	D. DOD RESERVED	E. COMPONENT USE
<b>35. AUTHORIZED MANAGEMENT OFFICIAL</b>				
<b>4. SIGNATURE</b>		<b>5. TITLE</b>		<b>6. DATE (YYYYMMDD)</b>
		DANIEL D. GOTWALD Chief, Distribution Transformation and Support Division		20070927
<b>36. CLASSIFICATION APPROVED BY</b>				
<b>7. SIGNATURE</b>		<b>8. TITLE</b>		<b>9. DATE (YYYYMMDD)</b>
		HR Specialist (Classification/Grading)		20071001