

Review upon Vacancy

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION						
POSITION AND HIRING INFORMATION						
1. POSITION NUMBER 9SN0973 <i>G 2035</i>		2. POSITION TITLE Supervisory Program Analyst			3. OCCUPATIONAL CODE 0343	
4. ORGANIZATIONAL TITLE Chief, Commander Action Group		5. CAREER GROUP <i>SC</i>	6. PAY SCHEDULE <i>YA</i> <i>GS</i>	7. PAY BAND <i>3</i> <i>14</i>	8. TARGET PAY BAND <i>14</i> <i>grade</i>	9. OPM FUNCTIONAL CODE
10. DRUG TEST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	11. BUS CODE 8888-5 USC Chap 7112(b)(1)	12. FAIR LABOR STANDARDS ACT <input type="checkbox"/> N <input checked="" type="checkbox"/> E 5 CFR, 551.205			13. DOD SUPERVISORY STATUS & AF SL DOD-2/AF-1 <i>4/4</i>	
14. KEY/EMERGENCY ESSENTIAL No	15. MOBILIZATION INDICATOR C - Position required in peacetime and upon mobilization		16. ENVIRONMENTAL/HAZARD DIFFERENTIAL N/A		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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO		22. POSITION SENSITIVITY Critical-Sensitive		23. PAY POOL IDENTIFIER		24. LAUTENBERG/SMITH AMENDMENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<p>25. DUTIES</p> <p>The primary purpose of this position is to serve as the command's senior program analyst, technical expert, and director for the USTRANSCOM : Commander's Action Group. Reports to and provides direct support to the USTRANSCOM Commander. Plans, organizes, and independently determines needed policies, regulations, directives, programs, doctrine, and procedures for establishment and maintenance of high-level interest USTRANSCOM programs and projects. Develops and evaluates detailed transportation contingency plans, goals, resources, and objectives for long-range implementation of Commander's special studies and projects. Establishes, develops, and maintains effective working relationships with the Secretary of Defense, DoD agencies, Joint Staffs, SECDEF, military headquarters, private industries reps, etc. to define, coordinate, assess, and defend critical transportation mission requirements and resolve major issues. Recommendations made to Commander significantly changes major aspects of the mission and programs and have an affect on internal and external agencies such as DoD, military components, FEMA, Homeland Security, etc. Works as a senior program expert to determine command areas for improvement and develops strategies and solutions to very complex and sensitive issues. Establishes command metrics and analysis for command to assess efficiency, effectiveness, and compliance issues. Keeps the USTRANSCOM Commander fully aware of high visibility issues and is continually aware of changing environments and shifts in emphasis or program changes that may affect command leadership, programs, policies, resources, funding, and procedures. Prepares and presents briefings and presentations to senior leaders. Prepares executive correspondence and shares the Commander's view and intent with a variety of audiences in various venues. Represents the USTRANSCOM Commander at sanctioned courses and events. Prepares the USTRANSCOM Commander to attend major high visibility events. Assigns work to subordinates based on priorities, difficulty of assignments, and the capabilities of employees; develops performance standards and rates employees; interviews candidates for subordinate positions; recommends, hiring, promotion or reassignments; takes disciplinary measures, such as warnings 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 subordinate's 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.</p>						
26. POSITION'S ORGANIZATION USTRANSCOM/TCCC						
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		
100%	ARL	PRG		Program Analysis/Programming		

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 065F4	ENROLE LEAVE BLANK	EN SPECIALTY LEAVE BLANK	G. SCOPE AND IMPACT LEAVE BLANK	
H. ORGANIZATIONAL ENVIRONMENT COCOM	I. CAREER FIELD/ COMMUNITY N - Logistics	J. RESERVED FOR COMPONENT USE Org Func Code: CSY Centrally Managed Code: 2 CLC: K78J		31. PPP OPTION CODE

32. SKILLS INFORMATION

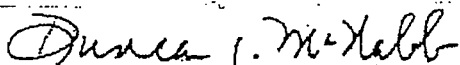
1. Mastery of advance management, organizational principles, and practices. A comprehensive knowledge of planning, programming, and budgeting regulations, guidelines, and processes for defense.
2. Thorough knowledge of Department of Defense planning, acquisition, and management processes to provide PPBS and POM guidance and advice in support to long-range defense war, transportation, mobilization, exercise deployment, resources, and operations planning.
3. Mastery of a wide-range of qualitative and/or quantitative methods to evaluate effectiveness of critical programs; develop executive level command initiatives; implement new major processes; and develop new methods of testing and assessing USTRANSCOM programs.
4. Comprehensive knowledge of Department of Defense military command structure, missions, programs, organizational relationships, and transportation structures to evaluate and develop command plans, initiatives, and programs.
5. Skill and ability to organize, develop, and direct very complex studies and projects that have great breadth and intensity and ability to negotiate effectively and defend commander's position at the senior executive levels.
6. Written and oral communication skills to present and defend complex & sensitive issues at senior executive levels.
7. Ability to plan, organize, and direct the functions and staff of an organization.
8. Knowledge of safety, security, and EEO regulations, practices, and procedures.

33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS


1. May be required to travel by military and/or civilian aircraft in the performance of official duties.
2. Employee required to work overtime.
3. Must be able to obtain and maintain a Top Secret security clearance.
4. Employee is required to submit an initial and annual SF 450 (Financial Disclosure) in accordance with the Joint Ethics Regulation.

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 COMMANDER (USTRANSCOM)	b. DATE (YYYY/MM/DD) 2008/12/02
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36. CLASSIFICATION APPROVED BY

a. SIGNATURE  LINDA C. RUTSCHKE	b. TITLE HR SPECIALIST (CLASSIFICATION)	b. DATE (YYYY/MM/DD) 2008/12/04
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g. Rutschke

HR Spec (Class)

2010/06/30

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 2-5 650 Points

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for independently planning, designing, and carrying out programs, projects, studies, or other work. Results of the work are considered technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alteration of objectives usually are evaluated for such considerations as availability of funds and other resources, broad program goals, or national priorities.

Factor 3, Guidelines

Level 3-5 650 Points

Guidelines are broadly stated and nonspecific, e.g., broad policy statements and basic legislation that require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines.

Factor 4, Complexity

Level 4-6 450 Points

The work consists of broad functions and processes; assignments are characterized by breadth and intensity of effort and involve several phases pursued with the efforts of others. The work requires originating new techniques, establishing criteria, or developing new information.

Factor 5, Scope and Effect

Level 5-5 325 Points

The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service affects the work of other experts, the development of major aspects of administrative or scientific programs or missions, or the well-being of substantial numbers of people.

Factor 6, Personal Contacts

Level 6-4 110 Points

Contacts are with high ranking officials from outside the employing agency at National or international levels in highly unstructured settings.

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-14 Point Range: 3605-4050

Total Points: 3865

Grade: GS-14

CLASSIFICATION STANDARD(S) USED: US OPM General Schedule Supervisory Guide, HRCD-5 June 1998, April 1998; DOD Supplementary Guide for the GSSG, TS-123, April 1993, June 1993; US OPM Position Classification Flysheet for the Management and Program Analysis Series, TS-98, August 1990.

CLASSIFICATION REMARKS: Position is to be reviewed once a vacancy occurs. NSPS conversion to GS pay system guidelines, transitions YC-03 positions at a minimum grade of GS-14. Position is overseeing four positions: 16R4 Staff Officer USN (GS-13 equiv); GS-12 (301 – Action Officer); GS-13 (1035 – Speechwriter); and gs-06 (0326 – Secretary).

Position Description Number: 9SN0973

December 4, 2008

Title: Supervisory Program Analyst

References: DOD 1400.25-M, Subchapter 1920, 28 April 2008

Pay Schedule/Occupational Code/ Career Group:

YA-0343-03

Non Supervisory Position Evaluation:

At Pay Band 2, positions are at the full-performance/journey level. The employee is an experience worker who has gained competencies and skills either by work experience at Pay Band 1 or through relevant graduate study and/or experience. The employee carries out assignments independently. This level is appropriate for most installation and headquarters positions in DOD occupations in this pay schedule.

At Pay Band 3, positions are subject matter expert/program manager level positions. Work at this level typically involves responsibility for program development and/or oversight of major Department (OSD) level or Component/Command (or equivalent) level programs. The scope of the work is typically the "big picture" rather than "action officer work" and typically impacts the work of other experts. At this level, work involves independently resolving problems or issues, impacting programs that extend across Components or throughout a Component/Command (or equivalent organization). Organizations where this work resides typically include DOD agencies, military department headquarters, a major military command; and other organization with equivalent delegated program responsibility.

The primary purpose of this position is to serve as the command's senior program analyst, technical expert, and director for the USTRANSCOM Commander's Action Group. Reports to and provides direct support to the USTRANSCOM Commander. Plans, organizes, and independently determines needed policies, regulations, directives, programs, doctrine, and procedures for establishment and maintenance of high-level interest USTRANSCOM programs and projects. Develops and evaluates detailed transportation contingency plans, goals, resources, and objectives for long-range implementation of Commander's special studies and projects. Establishes, develops, and maintains effective working relationships with the Secretary of Defense, DoD agencies, Joint Staffs, SECDEF, military headquarters, private industries reps, etc. to define, coordinate, assess, and defend critical transportation mission requirements and resolve major issues. Recommendations made to Commander significantly changes major aspects of the mission and programs and have an affect on internal and external agencies such as DoD, military components, FEMA, Homeland Security, etc. Works as a senior program expert to determine command areas for improvement and develops strategies and solutions to very complex and sensitive issues. Establishes command metrics and analysis for command to assess efficiency, effectiveness, and compliance issues. Keeps the USTRANSCOM Commander fully aware of high visibility issues and is continually aware of changing environments and shifts in emphasis or program changes that may affect command leadership, programs, policies, resources, funding, and procedures.

This position meets the criteria of Pay Band 3.

Supervisory Evaluation:

To be classified as an immediate supervisor and assigned a pay band in the Supervisor/Manager Standard Pay Schedule (PS), the position must:

- Assign work to subordinates based on priorities, difficulty of assignments, and the capabilities of employees;
- Provide technical oversight;
- Develop performance plans and rate employees;
- Interview candidates for subordinate positions; recommends hiring, promotion, or reassignments;
- Take disciplinary measures, such as warnings and reprimands;
- Identify developmental and training needs of employees; provides and/or arranges for needed development and training.

To be classified as an Intermediate supervisor, the position must perform all the functions of an immediate supervisor listed above for subordinate supervisors. In addition, intermediate supervisors:

- Make decisions on technical and personnel problems presented by subordinate supervisors;
- Review evaluations of nonsupervisory employees rated by subordinate supervisors;
- Assure reasonable equity of individual employee performance objectives, standards and ratings among subordinate organizations;
- Recommend performance awards and salary/bonus distribution for subordinate employees;
- Evaluate subordinate supervisors;
- Make or approve selections for subordinate nonsupervisory positions;
- Recommend selections for subordinate supervisory positions.

This position meets the requirements for Immediate Level Supervisor under NSPS.

Number of subordinates: The position supervises the following positions:

Public Affairs Specialist-Speech Writer – YA-1035-2
Issue Action Officer – Military
Office Automation Assistance – GS-0326-06

Base Level Per the standard, the position is graded on the level which best represents the work of the non-supervisory subordinates. The best representation of work supervised is professional/analytical.

Supervisory Conversion: Per the Supervisory Level Conversion Chart, determining the supervisory classification is a three step process:

Step 1 - Select the appropriate Non-Supervisory base level Pay Schedule (PS). YA is the non-supervisory pay schedule for this position.

Step 2 - Select the appropriate supervisory level. The level of immediate Supervisor was assigned for this position

Step 3 - Assign the indicated pay band level. Use the conversion chart by to determine supervisory level: Intersect the base level identified in step 1 and the supervisory level in step 2. The supervisory classification determination falls into pay schedule/band YC-2.

Supervisory Classification: This position is classified as YC-0343-2.

Final Classification Findings: The technical duties of the position are classified YA-0343-3 while the supervisory duties are classified YC-0343-2.

SC1920.4.4. Mixed Positions: For most positions, the work falls within a single occupation and pay band (PB). However, in some cases employees perform work that may be classified in different occupations or PBs... Where work falls within more than one PS or PB, the position is classified in the highest PS and PB. Supervisory positions that also include non-supervisory work are classified in the PS and PB with the highest rate range and thus may be classified in a nonsupervisory PS but with a supervisory title.

As the pay band for YA-3 has higher pay potential than YC-2, the PS and PB; this position is classified YA-3.

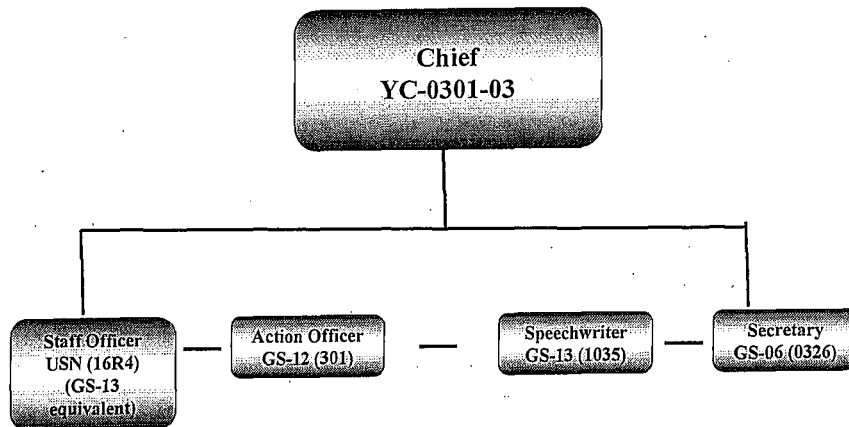
Final Classification: Supervisory Program Analyst, YA-0343-3.

//signed//

Linda Rutschke

HR Specialist (Classification)

COMMANDER'S ACTION GROUP



GS PD Standards for Sequence #: 1157949

GS PD Standards for Sequence #: 1157949

PD#	PS-OC-PB	Position Title
N0973	YA-0343-03	SUPV PROGRAM ANALYST

Mission Goal
<p>USTRANSCOM develops and directs the Joint Deployment and Distribution Enterprise to globally project national security capabilities, accurately sense the operating environment, provide end-to-end visibility, and rapidly respond to support joint logistics requirements. The Commander's Action Group (CAG) assists the Commander in developing and advancing the corporate vision, goals, and priorities within and outside the command.</p>

GS PD Standards for Sequence #: 1157949

Number	Standard Title	Standard
1	Supervisory	<p>Promotes a work environment throughout the rating cycle providing equal opportunity to subordinates as demonstrated by decisions effecting a fair distribution of work and special projects, training, recognition, developmental assignments, leave usage, overtime, etc., Meets established milestones for the completion and submission of supportable performance evaluations, to include work plans, feedback, recommended ratings, and in the case of NSPS recommended shares. Advances the Commander's goal to develop a professional staff by constantly displaying leadership characteristics and by mentoring junior personnel. Should the need arise, institutes timely measures to overcome subordinates conduct problems; the chosen course of action is to be procedurally correct, fully justified, and faithfully adhere to all merit principles. Complaints regarding the incumbent's actions (either commissions or omissions) should rarely occur and will be evaluated by the impact they have on office staff.</p>
2	Communications	<p>Articulates and advances the Commander's intent on command issues to staff members of the OSD, SECDEF, CSAF, and Joint Staff as well as personnel within TRANSCOM. Communiqués, both oral and written, must be correct, succinct, and appropriate in scope and detail for the audience. Must maintain a cohesive working relationship with senior leaders, employees, and representatives of outside organizations, including non-DoD civic and commercial entities. Validated complaints of rude and unprofessional behavior or non-responsiveness are not acceptable. Oversees the production of charts and other presentation material for the Commander's use at briefings. Although revisions of briefing charts are permitted, the graphic appeal and content of final versions must accurately convey the Commander's message.</p>

GS PD Standards for Sequence #: 1157949

Number	Standard Title	Standard
3	Special Studies	Oversees the planning, preparations, and execution of special projects and studies tasked by the Commander. Provides timely and accurate guidance to all managers and action officers participating as team members in the project/study regarding project requirements, constraints, and objectives. To be successful, incumbent must ensure proper coordination and staff engagement from appropriate Directorates is maintained throughout the effort and the desired products/reports are produced within established deadlines. Must continuously monitor project status and implement viable solutions to overcome shortfalls before they rise to the commander's attention.