

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) STANDARD POSITION DESCRIPTION (SPD)

POSITION AND HIRING INFORMATION

1. STANDARD POSITION NUMBER 43280-95G2315		2. POSITION TITLE Supervisory Transportation Analyst			3. OCCUPATIONAL CODE 0301	
4. ORGANIZATIONAL TITLE Distribution Performance Chief		5. CAREER GROUP 0301	6. PAY SCHEDULE YC GS	7. PAY BAND 02 12	8. TARGET PAY-BAND 02 12	9. OPM FUNCTIONAL CODE
10. DRUG TEST <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	11. BUS CODE 8888	12. FAIR LABOR STANDARDS ACT <input type="checkbox"/> N <input checked="" type="checkbox"/> X <input type="checkbox"/> E			13. DOD SUPERVISORY STATUS & AF SL 2 4/4	
14. KEY/EMERGENCY ESSENTIAL N/A	15. MOBILIZATION INDICATOR		16. ENVIRONMENTAL/HAZARD DIFFERENTIAL		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		
21. FINANCIAL STATEMENTS REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		22. POSITION SENSITIVITY Special Sensitive (SCI)		23. PAY POOL IDENTIFIER		24. LAUTENBERG/SMITH AMENDMENT <input type="checkbox"/> YES <input type="checkbox"/> NO

25. DUTIES

Serves as the Chief, Distribution Performance Branch, Operations Support Division. Plans, directs, organizes, and exercises control over subordinate employees. 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 and recommends hiring, promotions, or reassignments. Takes disciplinary measures such as warnings and reprimands. Identifies, arranges, and provides developmental and training needs of employees. 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. Provides technical expertise and experience on matters concerned with the broad field of force projection, strategic mobility, deployment, sustainment, and redeployment of cargo, passengers, and fuel through the worldwide Defense Transportation System. Sets objectives and coordinates activities of the Joint Staff, COCOMs, military service and agency program managers within a budget-constrained environment. Uses quantitative and qualitative methods and techniques, and skill in application of sophisticated modeling and simulation tools and databases to provide complete, time-phased, origin-to-destination analysis. Researches and analyzes transportation policy, doctrine, public laws, rules and regulatory documents to established new Joint Deployment and Distribution Enterprise (JDDE) operational and system procedures. Principle TCAC representative to DoD-level planning boards setting JDDE priorities across multiple disciplines. Participates in USTRANSCOM exercises and training events as an integrated operations subject matter expert. Provides services as training aid, white cell and consultant for exercise planning and event design.

26. POSITION'S ORGANIZATION

USTC/TCAC -0 U.S. TRANSPORTATION COMMAND

27. POSITION OCCUPIED

Competitive

28. a. DUTY STATION (City - County - State Or Overseas Location)

Scott AFB, Illinois, IL

b. GEOGRAPHICAL LOCATION CODE

177835163

29. Core Competencies

Air Force Skill Codes:

Percentage	Skill Code	Shred	Subshred	Literal Translation
50%	FKM	CMW		Transportation Specialist-Contingency/Mobility/War Planning
50%	ARL	CMW		Program Analysis - Contingency/Mobility/War Planning

CLC: 43FA

95G2315

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
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D. AF SPEC CODE/ MIL
OCCUPATIONAL SPEC

H. ORGANIZATIONAL
ENVIRONMENT

I. CAREER FIELD/
COMMUNITY

J. RESERVED FOR COMPONENT USE

31. PPP OPTION CODE

32. SKILLS INFORMATION

1. Thorough knowledge and skill in leading, facilitating and managing significant numbers of members who must work together to establish processes and procedures for dealing with a wide-range of deployment and distribution situations.
2. Expert knowledge of organization missions, objectives, procedures and regulatory framework of transportation/logistics management programs.
3. Expert knowledge of transportation, distribution, traffic management, and logistics operations systems, policies, concepts, principles and methodology applicable to air, land and sea transportation as they apply to deployment and distribution management.
4. Ability to resolve very broad, complex, or sensitive deployment and distribution problems or issues.
5. Knowledge of safety, security, and EEO regulations, practices, and procedures.
6. Ability to plan, organize, and direct the functions and staff of an organization.

33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS

1. Employee may be required to travel by commercial or military aircraft in the performance of temporary duty (TDY) assignments.
2. Employee must possess a TS/SCI clearance.
3. May be required to participate in non-traditional work schedules involving participation in round the clock operations, or otherwise work beyond, or outside of traditional hours, or work or tours of duty.
4. Drug Testing required.

34. OTHER REQUIREMENTS

A. DOD RESERVED

B. DOD RESERVED

C. DOD RESERVED

D. DOD RESERVED

E. COMPONENT USE

35. AUTHORIZED MANAGEMENT OFFICIAL

a. SIGNATURE

[Signature]

b. TITLE

Director, SES
Transportation Engineering Agency and Joint
Distribution Process Analysis Center

b. DATE (YYYY/MM/DD)

2008/07/08

36. CLASSIFICATION APPROVED BY

a. SIGNATURE

[Signature]

b. TITLE

HR Specialist (Staffing & Classification)

b. DATE (YYYY/MM/DD)

20080715

*EVEYN MICKLE, ATMA/MAHC
HR SPEC (CLASS), 2010/July/10*

[Signature]

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: US OPM General Schedule Supervisory Guide, HRCD-5, June 1998; DOD Supplementary Guide to the GSSG, TS-123, April 1993; OPM Introduction to the Position Classification Standards, TS-134 July 1995, TS-107 August 1991, Revised August 2009; OPM Handbook of Occupational Groups and Families, May 2009; and OPM Position Classification Standard for Traffic Management Series, GS-2130, TS-106 July 1991; OPM Position Classification Standard for Administrative Analysis Grade-Evaluation Guide, TS-98, dated August 1990.

CLASSIFICATION REMARKS: This position is established within organizational structure TCAC-O where its MPCN authorization ends with "N"; and it is subordinate to the Operations Support Division TCAC-O supervisor. It is management's intention to establish this position as a branch chief with oversight of two future positions. An analysis of this work finds this position does not meet the General Schedule Supervisory Guide (GSSG) criteria for supervisory responsibility. It is determined that the planned supervisory oversight is insufficient to require this position to dedicate 25 percent or more of its annual working hours to supervisory tasks. As a result, this position is determined to be non-supervisory and is assigned a supervisor level code of four (4). It is also determined that this position's organizational placement is subordinate to leadership whose level of functionality is to perform the role of functional expert or as advisor to organizational leadership.

9SG2315

GS PD Standards for Sequence #: 1119743

GS PD Standards for Sequence #: 1119743

PD#	PS-OC-PB	Position Title
43280	YC-0301-02	SUPERVISORY TRANSPORTATION ANALYST

Mission Goal

USTRANSCOM, as a Unified Combatant Command, provides synchronized global air, land and sea transportation, terminal management and air refueling to support global deployment, employment, sustainment, and redeployment of US forces; develops policies, strategies and doctrine to support the Defense Transportation System; serves as the Distribution Process Owner to coordinate and oversee the DOD end-to-end distribution system to develop distribution process improvements that enhance the defense logistics and global supply chain management system, and in coordination with Combatant Commands, develops joint distribution and logistics solutions; serves as the Mobility Joint Force Provider to identify and recommend global joint sourcing solutions to the Chairman and supervise implementation of associated decisions. The USTRANSCOM Joint Distribution Process Analysis Center (JDPAC) provides analysis and engineering support to improve the command's ability to move and sustain the Joint Force and operate the Joint Deployment and Distribution Enterprise (JDDE).

GS PD Standards for Sequence #: 1119743

Number	Standard Title	Standard
1	Supervisor	Develops performance standards and defines job tasks within the context of larger collaborative team projects. Assesses candidates for assignment to specific projects and coordinates with other directorates and organizations for their participation in multi-functional teams. Assigns work based on priorities, personnel availability, difficulty of assignments, and capabilities of employees. Identifies and arranges development/training needs of employees as required. Ensures a discrimination-free work environment; facilitates an environment of high performance and ethical behavior. METRICS: Coordinates with Division Chiefs to maintain necessary project manning levels in accordance with directorate-defined priorities.
2	Analytical	Uses transportation/logistics/analytical knowledge of organization missions, objectives, procedures and regulatory framework to provide transportation functional and technical expertise. Collaborates with various staffs to establish the Command's modeling, simulation, optimization, and analytical organization in concert with Agile Transportation-21 (AT-21) program implementation. Identifies and acquires necessary personnel and equipment to stand up and maintain the Analysis cell of the AT21 Enterprise Integration Lab. Effectively analyzes and integrates complex data, trends, etc., and draws reasonable, logical conclusions. METRIC: Provides persuasive, accurate and timely information/documentation to senior staff and agencies in support of JDPAC and AT21 analytical requirements.

GS PD Standards for Sequence #: 1119743

Number	Standard Title	Standard
3	Contracting Officer Representative	Contracting officer representative (COR) for various JDPAC contracts. Prepares purchase requests, statements of work, and cost estimates. Delivers schedules for proposed contracts and task orders. Develops cost comparisons, coordinates assigned project activities, monitors contract costs, scheduling and performance. Processes invoices, conduct routine contract administrative matters, and coordinates activities between the JDPAC and the contracting officer. Informs customers of changes, issues, or problems and directs effective solutions. METRIC: Contracting requirements are coordinated and submitted to Contracting Officer in a complete and timely manner.