

Position Number:  Career Path: NH Series:

Position Title:

Broadband: III

Agency:

Duty Station:

MISSION:

**Reason for Submission:**

- New
- Re-Description
- Re-Establishment
- Reassignment
- Other: Acq Demo PRD

**Financial Disclosure**

- Public
- Confidential

**Position Status**

- Competitive
- Excepted

**Position is:**

- Supervisory
- Managerial

**Emergency Essential:**

- Yes
- No

**Sensitivity:**

- Non-Sensitive
- Non-Critical Sensitive
- Critical Sensitive
- Special Sensitive

Citation:

**Supervisor's Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor Name (Print or Type):

Title:

Signature:  Date:

Higher Supervisor or Manager Name (Print or Type):

Title:

Signature:  Date:

Classification/Job Grading Certification: I certify that this position has been classified in accordance with S.C. 4703 and DoD Workforce Personnel Demonstration Project.

**Certification Classification**

Signature:  Date:

# Acquisition Workforce Demo Project Position Requirement Document

**I. Position:**

**II. Duties:**

### III Factors:

#### Factor 1: Problem Solving

Level III

- Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods.
- Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines.
- Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment.
- Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem solving techniques to enhance existing processes.

#### Factor 2: Teamwork/Cooperation

Level III

- Works with others to accomplish complex projects/programs.
- Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork.
- Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

#### Factor 3: Customer Relations

Level III

- Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers.
- Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects.
- Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving program/project problems (e.g., determining priorities and resolving conflict among customers' requirements).

#### Factor 4: Leadership/Supervision

Level III

- Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.
- Defines, organizes, and assigns activities to accomplish projects/programs goals. Guides, motivates, and oversees the activities of individuals and teams with focus on projects/programs issues.
- Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

#### Factor 5: Communication

Level III

- Communicates project or program results to all levels, internally and externally.
- Reviews and approves, or is a major contributor to/ lead author of, management reports or contractual documents for external distribution. Provides inputs to policies.
- Presents briefings to obtain consensus/approval.

#### Factor 6: Resource Management

Level III

- Plans and allocates resources to accomplish multiple projects/programs.
- Identifies and optimizes resources to accomplish multiple projects/programs goals.
- Effectively accomplishes multiple projects/programs goals within established guidelines.

## IV Skills Information

# EVALUATION STATEMENT

1. IDENTIFICATION OF POSITION:

2. ORGANIZATIONAL LOCATION:

3. REFERENCES:

4. BACKGROUND:

5. PAY SCHEDULE, SERIES AND TITLE DETERMINATION:

6. BROADBAND DETERMINATION:

**FACTOR DESCRIPTION 1. PROBLEM SOLVING**

**LEVEL III**

This factor describes/ captures personnel and organizational problem solving results. This PRD accurately reflects the discriminators to accurately assign level III.

**FACTOR DESCRIPTION 2. TEAMWORK / COOPERATION**

**LEVEL III**

This factor applicable to all teams, describes/captures individual and organizational teamwork and cooperation. This PRD accurately reflects the discriminators assigned level III.

**FACTOR DESCRIPTION 3. CUSTOMER RELATIONS**

**LEVEL III**

This factor applicable to all teams, describes/captures individual and organizational interactions with customers, both internal and external. This PRD accurately reflects the discriminators assigned level III.

**FACTOR DESCRIPTION 4. LEADERSHIP / SUPERVISION**

**LEVEL III**

This factor applicable to all teams, describes/captures individual and organizational leadership and or supervision expectations. This PRD accurately reflects the discriminators assigned level III.

**FACTOR DESCRIPTION 5. COMMUNICATION**

**LEVEL III**

This factor describes/captures the effectiveness or oral and written communications. This PRD accurately reflects the discriminators assigned level III.

**FACTOR DESCRIPTION 6. RESOURCE MANAGEMENT**

**LEVEL III**

This factor describes/captures personal and organizational utilization or resources to accomplish the mission. Resources include but not limited to personal time, equipment and facilities. This PRD accurately reflects the discriminators assigned level III.

7. FLSA DETERMINATION:

8. FINAL CLASSIFICATION:

Name (Print or Type):

Title:

Signature:

Approval Date

**CONTINUATION SHEET**