

Position Number:  Career Path: NJ 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

- Plans and conducts challenging and difficult technical activities for projects/programs.
- Develops, integrates, and implements solutions to complex problems on projects/programs.
- Identifies problems; develops solutions and action plans with minimal guidance.
- Develops plans and techniques to fit new situations.

#### Factor 2: Teamwork/Cooperation

Level III

- Works with others to accomplish complex projects/programs.
- Guides others to resolve or collaborate on complex projects/programs issues. Promotes cooperative interactions with others.
- Integrates technical expertise and guides activities to support team accomplishment.

#### Factor 3: Customer Relations

Level III

- Guides the technical efforts of individuals or teams as they relate with customers. Deviates from standard approaches when necessary.
- Initiates meetings and interactions with customers to understand customer needs/expectations.
- Interacts independently and proactively with customers to identify/define problems and to implement solutions.

#### Factor 4: Leadership/Supervision

Level III

- Actively contributes as team member or leader. Recognized for functional/technical expertise.
- Defines, organizes, and assigns activities to accomplish goals. Guides, motivates and oversees others in accomplishing projects/programs.
- Promotes developmental opportunities for self and team. Advises others to seek specific training.

#### Factor 5: Communication

Level III

- Communicates projects/programs status/results to management.
- Consolidates input and writes management/technical reports/documents for projects/programs.
- Presents projects/programs briefings.

#### Factor 6: Resource Management

Level III

- Plans and utilizes appropriate resources to accomplish projects/programs.
- Optimizes resources to accomplish projects within established milestones.
- Effectively accomplishes projects/programs within established resource 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**