

Position Number: Career Path: NK 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
- Non-Sensitive
- Non-Critical Sensitive

Emergency Essential:

- Yes
- No
- Critical Sensitive
- Special Sensitive

Sensitivity:

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	
<ul style="list-style-type: none">• Plans and conducts complex administrative activities.• Develops rules, procedures, or operations for complex/difficult organizational tasks.• Identifies issues and determines approaches and methods to accomplish tasks. Initiates effective actions and resolves related conflicts.• Identifies issues requiring new procedures and develops appropriate guidelines.		
Factor 2: Teamwork/Cooperation	Level III	
<ul style="list-style-type: none">• Works with others on complex issues/problems that may cross functional areas.• Applies expertise in resolving complex administrative issues. Promotes and maintains environment for cooperation/teamwork. Sets tone for internal/external cooperation.• Leads and guides others in formulating and executing plans in support of team goals.		
Factor 3: Customer Relations	Level III	
<ul style="list-style-type: none">• Identifies, defines, and guides administrative efforts in support of customer interactions; coordinates and focuses activities to support multiple customers.• Establishes customer alliances and translates needs to customer service.• Works independently with customers at all levels to define services and resolve non-routine problems.		
Factor 4: Leadership/Supervision	Level III	
<ul style="list-style-type: none">• Provides guidance to individuals/teams; resolves conflicts. Expertise solicited by others.• Guides and accounts for results or activities of individuals, teams, or projects.• Promotes individual/team development; leads development of training programs for self and others.		
Factor 5: Communication	Level III	
<ul style="list-style-type: none">• Develops and advises on administrative procedures and communicates them to all levels, both internally and externally.• Prepares, reviews, and/or approves documents, reports, or briefings.• Explains and/or communicates administrative/functional procedures at all levels.		
Factor 6: Resource Management	Level III	
<ul style="list-style-type: none">• Plans, acquires, and allocates resources to accomplish objectives.• Coordinates resources across projects.• Optimizes resource utilization across projects.		

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