

Position Number:  Career Path: NH Series:

Position Title:

Broadband: II

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:

<b>Factor 1: Problem Solving</b>	<b>Level II</b>
<ul style="list-style-type: none"><li>• Plans and conducts functional technical activities for projects/programs.</li><li>• Identifies, analyzes, and resolves complex/difficult problems.</li><li>• Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions.</li><li>• Adapts existing plans and techniques to accomplish complex projects/programs.</li><li>• Recommends improvements to the design or operation of systems, equipment, or processes.</li></ul>	
<b>Factor 2: Teamwork/Cooperation</b>	<b>Level II</b>
<ul style="list-style-type: none"><li>• Works with others to accomplish projects/programs.</li><li>• Uses varied approaches to resolve or collaborate on projects/programs issues. Facilitates cooperative interactions with others.</li><li>• Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.</li></ul>	
<b>Factor 3: Customer Relations</b>	<b>Level II</b>
<ul style="list-style-type: none"><li>• Guides the technical/functional efforts of individuals or team members as they interact with customers.</li><li>• Initiates meetings and interactions with customers to understand customer needs/expectations.</li><li>• Interacts independently with customers to communicate information and coordinate actions.</li></ul>	
<b>Factor 4: Leadership/Supervision</b>	<b>Level II</b>
<ul style="list-style-type: none"><li>• Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems.</li><li>• Proactively guides, coordinates, and consults with others to accomplish projects.</li><li>• Identifies and pursues individual/team development opportunities.</li></ul>	
<b>Factor 5: Communication</b>	<b>Level II</b>
<ul style="list-style-type: none"><li>• Communicates team or group tasking results, internally and externally, at peer levels.</li><li>• Writes, or is a major contributor to, management/technical reports or contractual documents.</li><li>• Presents informational briefings.</li></ul>	
<b>Factor 6: Resource Management</b>	<b>Level II</b>
<ul style="list-style-type: none"><li>• Plans and utilizes appropriate resources to accomplish project goals.</li><li>• Optimizes resources to accomplish projects/programs within established schedules.</li><li>• Effectively accomplishes projects/programs goals within established resource guidelines.</li></ul>	

## 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 II**

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

**FACTOR DESCRIPTION 2. TEAMWORK / COOPERATION**

**LEVEL II**

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

**FACTOR DESCRIPTION 3. CUSTOMER RELATIONS**

**LEVEL II**

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 II.

**FACTOR DESCRIPTION 4. LEADERSHIP / SUPERVISION**

**LEVEL II**

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

**FACTOR DESCRIPTION 5. COMMUNICATION**

**LEVEL II**

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

**FACTOR DESCRIPTION 6. RESOURCE MANAGEMENT**

**LEVEL II**

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 II.

7. FLSA DETERMINATION:

8. FINAL CLASSIFICATION:

Name (Print or Type):

Title:

Signature:

Approval Date

**CONTINUATION SHEET**