

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

**Emergency Essential:**

- Yes
- No

**Sensitivity:**

- 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 technical activities for projects.</li><li>• Identifies and resolves non-routine technical problems utilizing established patterns and methods.</li><li>• Identifies and resolves problems; adapts accepted policies, procedures, or methods with moderate guidance.</li><li>• Adapts existing plans and techniques to accomplish projects.</li></ul>		
<b>Factor 2: Teamwork/Cooperation</b>	<b>Level II</b>	
<ul style="list-style-type: none"><li>• Works with others in accomplishing projects.</li><li>• Contributes ideas in own area of expertise. Facilitates cooperative interactions with others.</li><li>• 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>• Actively participates with others to satisfy customer requests.</li><li>• Interacts with customers to respond to customer needs/expectations.</li><li>• Interacts with customers to communicate information and coordinate action.</li></ul>		
<b>Factor 4: Leadership/Supervision</b>	<b>Level II</b>	
<ul style="list-style-type: none"><li>• Actively contributes as team member; takes initiative to accomplish assigned projects.</li><li>• Consults and coordinates with others to complete projects within established guidelines.</li><li>• Identifies and pursues individual/team developmental opportunities.</li></ul>		
<b>Factor 5: Communication</b>	<b>Level II</b>	
<ul style="list-style-type: none"><li>• Communicates team or group project status/results at equivalent levels within the agency.</li><li>• Writes segments of management/technical reports or documents.</li><li>• Communicates group/team results.</li></ul>		
<b>Factor 6: Resource Management</b>	<b>Level II</b>	
<ul style="list-style-type: none"><li>• Identifies and uses resources appropriately to accomplish projects.</li><li>• Plans resources to achieve task schedules.</li><li>• Independently accomplishes assigned tasks.</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**