

Position Number: Career Path: NK 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:

Factor 1: Problem Solving

Level II

- Plans and conducts administrative activities for projects.
- Develops, modifies, and/or applies rules, procedures, or operations to resolve problems of moderate complexity/difficulty.
- Independently plans and executes assignments; resolves problems and handles deviations.
- Identifies and adapts guidelines for new or unusual situations.

Factor 2: Teamwork/Cooperation

Level II

- Works with others to accomplish tasks.
- Resolves administrative problems; facilitates cooperative interactions with others.
- Guides others and coordinates activities in support of team goals. Proactively functions as an integral part of the team.

Factor 3: Customer Relations

Level II

- Guides the administrative efforts of individuals or team members as they interact with customers.
- Independently interacts with customers to understand customer needs/expectations.
- Interacts independently with customers to communicate information and coordinate actions.

Factor 4: Leadership/Supervision

Level II

- Actively contributes as team member or leader; takes initiative to accomplish assigned projects.
- Guides others in accomplishing projects.
- Identifies and pursues individual/team developmental opportunities.

Factor 5: Communication

Level II

- Interprets and communicates administrative procedures within immediate organization.
- Prepares, coordinates, and consolidates documents, reports, or briefings.
- Communicates/presents internal administrative/functional procedures and tasks internally and externally.

Factor 6: Resource Management

Level II

- Identifies and uses resources to accomplish projects.
- Plans resources to achieve project schedules.
- Effectively accomplishes projects 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 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