

Position Number:  Career Path: NH Series:

Position Title:

Broadband: IV

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:

#### Factor 1: Problem Solving

Level IV

- Defines, establishes, and directs organizational focus (on challenging and highly complex project / programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts.
- Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures.
- Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies.
- Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

#### Factor 2: Teamwork/Cooperation

Level IV

- Leads/guides/mentors workforce in dealing with complex problems.
- Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment.
- Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

#### Factor 3: Customer Relations

Level IV

- Leads and manages the organizational interactions with customers from a strategic standpoint.
- Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting programs / projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements).
- Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

#### Factor 4: Leadership/Supervision

Level IV

- Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues.
- Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success.
- Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

#### Factor 5: Communication

Level IV

- Determines and communicates organizational positions on major projects or policies to senior level.
- Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues.
- Presents organizational briefings to convey strategic vision or organizational policies.

#### Factor 6: Resource Management

Level IV

- Develops, acquires, and allocates resources to accomplish mission goals and strategic objectives.
- Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources.
- Optimizes, controls, and manages all resources across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

## 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 IV**

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

**FACTOR DESCRIPTION 2. TEAMWORK / COOPERATION**

**LEVEL IV**

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

**FACTOR DESCRIPTION 3. CUSTOMER RELATIONS**

**LEVEL IV**

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 IV.

**FACTOR DESCRIPTION 4. LEADERSHIP / SUPERVISION**

**LEVEL IV**

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

**FACTOR DESCRIPTION 5. COMMUNICATION**

**LEVEL IV**

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

**FACTOR DESCRIPTION 6. RESOURCE MANAGEMENT**

**LEVEL IV**

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 IV.

7. FLSA DETERMINATION:

8. FINAL CLASSIFICATION:

Name (Print or Type):

Title:

Signature:

Approval Date

**CONTINUATION SHEET**