

Position Number:  Career Path: NJ 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

- Identifies and resolves complex problems that may cross functional/technical boundaries and promulgates solutions.
- Develops, integrates/implements solutions to diverse, complex problems which may cross multiple projects/programs or functional/technical areas.
- Independently resolves and coordinates technical problems involving multiple projects/programs.
- Develops plans and techniques to fit new situations and/or to address issues that cross technical/functional areas.

#### Factor 2: Teamwork/Cooperation

#### Level IV

- Leads others to accomplish complex projects and programs.
- Applies innovative approaches to resolve unusual/difficult technical/management issues. Promotes and maintains environment for cooperation and teamwork.
- Leads and guides others in formulating and executing team plans. Expertise is sought by others.

#### Factor 3: Customer Relations

#### Level IV

- Leads and coordinates technical efforts of individuals or teams in support of customer interactions. Develops innovative approaches to satisfy customers.
- Establishes customer alliances; anticipates and fulfills customer needs and translates customer needs to projects/programs. Organizes and leads customer interactions.
- Interacts proactively with customers to identify and define complex/controversial problems and to develop and implement strategies or techniques for resolving projects/programs issues.

#### Factor 4: Leadership/Supervision

#### Level IV

- Provides guidance to individuals/teams; resolves conflicts. Serves as subject matter expert.
- Guides, motivates, and oversees multiple complex projects/programs.
- Directs assignments to encourage employee development and cross-technical/functional growth to meet organizational needs. Pursues self-development.

#### Factor 5: Communication

#### Level IV

- Determines and communicates projects/programs positions at senior levels.
- Prepares, reviews, and approves management/technical reports for internal and external distribution.
- Presents projects/programs briefings to obtain consensus/approval. Represents the organization as technical subject matter expert.

#### Factor 6: Resource Management

#### Level IV

- Plans and allocates resources to accomplish multiple projects/programs goals.
- Identifies and optimizes resources to accomplish multiple projects/programs goals.
- Effectively accomplishes multiple projects/programs goals within established thresholds. Develops innovative approaches to attain goals and minimize resource 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**