

Position Number: Career Path: NJ Series:

Position Title:

Broadband: I

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 I	
<ul style="list-style-type: none">• Conducts activities on a task; assists supervisors or other appropriate personnel.• Resolves routine problems within established guidelines.• Works with others in solving problems with appropriate guidance.• Takes initiative in selecting and implementing appropriate procedures.		
Factor 2: Teamwork/Cooperation	Level I	
<ul style="list-style-type: none">• Works with others to accomplish routine tasks.• Contributes ideas in own area of expertise. Interacts cooperatively with others.• Regularly completes assignments in support of team goals.		
Factor 3: Customer Relations	Level I	
<ul style="list-style-type: none">• Assists customer support activities.• Participates as a team member to meet customer needs.• Interacts with customers on routine issues with appropriate guidance.		
Factor 4: Leadership/Supervision	Level I	
<ul style="list-style-type: none">• Takes initiative in accomplishing assigned tasks. Asks for assistance as appropriate.• Provides input to others in technical/functional area.• Seeks and takes advantage of developmental opportunities.		
Factor 5: Communication	Level I	
<ul style="list-style-type: none">• Communicates routine task/status/results as required.• Provides data and accurate draft documentation of assigned tasks for input to reports or documents.• Explains status/results of assigned tasks.		
Factor 6: Resource Management	Level I	
<ul style="list-style-type: none">• Uses assigned resources to accomplish tasks.• Plans individual time to accomplish tasks.• Effectively accomplishes assigned tasks with appropriate guidance.		

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 I**

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

FACTOR DESCRIPTION 2. TEAMWORK / COOPERATION **LEVEL I**

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

FACTOR DESCRIPTION 3. CUSTOMER RELATIONS **LEVEL I**

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 I.

FACTOR DESCRIPTION 4. LEADERSHIP / SUPERVISION **LEVEL I**

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

FACTOR DESCRIPTION 5. COMMUNICATION **LEVEL I**

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

FACTOR DESCRIPTION 6. RESOURCE MANAGEMENT **LEVEL I**

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 I.

7. FLSA DETERMINATION:

8. FINAL CLASSIFICATION:

Name (Print or Type):

Title:

Signature:

Approval Date

CONTINUATION SHEET