

Position Number: Career Path: NK 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

- Conducts activities on a segment of a task. Assists supervisor or other appropriate personnel.
- Applies standard rules, procedures, or operations to resolve routine problems.
- Independently carries out routine tasks.
- Takes initiative in selecting and implementing appropriate procedures.

Factor 2: Teamwork/Cooperation

Level I

- Works with others to accomplish routine tasks.
- Contributes ideas on routine procedures. Interacts cooperatively with others.
- Regularly completes tasks in support of team goals.

Factor 3: Customer Relations

Level I

- Assists customer support activities.
- Meets routine customer needs.
- Interacts with customers on routine issues within specific guidelines.

Factor 4: Leadership/Supervision

Level I

- Takes initiative in accomplishing assigned tasks. Asks for assistance as appropriate.
- Provides input in administrative/functional area.
- Seeks and takes advantage of developmental opportunities.

Factor 5: Communication

Level I

- Communicates routine task/status results as required.
- Writes timely and accurate draft documentation.
- Explains status/results of assigned tasks.

Factor 6: Resource Management

Level I

- Uses assigned resources to accomplish tasks.
- Plans individual time and assigned resources to accomplish tasks.
- Effectively accomplishes assigned tasks.

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