

Acquisition Workforce Demo Project  
Position Requirements Document

I. Organization information:

II. Position information: Computer Specialist, NH-334-IV

III. Duties:

Computer specialists at this level are concerned with the overall planning, direction, and administration of a variety of information technology (IT) programs, serving multiple functions to include the acquisition of systems hardware and systems software, and related services and supplies. Serves as a recognized authority/consultant to the Commander/Executive Director/program manager/director regarding IT programs. The incumbent represents administrative and technical specialists who perform unique IT work of exceptional difficulty and responsibility with very wide latitude to exercise independent judgment. The incumbent serves as a recognized expert, principal advisor, and program representative on work of such breadth and intensity that the nature and scope of issues are largely undefined.

Computer specialists at this level have demonstrated leadership and unusual attainments in the analysis and evaluation of major aspects of command/activity-wide IT programs. Plans, directs, and executes large, complex, and significant IT programs of marked difficulty; and responsibility and significance requiring extended training and experience in administrative and technical research or other similar specialized activities. Performs consultative work of equal importance, difficulty, and responsibility.

Makes substantial program contributions and serves as an authoritative source for decisions and guidance concerning compromises and changes in IT program objectives.

Explores, analyzes, and establishes programs ensuring that the internal and external functions are executed in accordance with established policy, deadlines, and funding ceilings. Reconciles program needs with anticipated demands.

Develops, promulgates, and interprets Department of Defense/Department of Army/command/directorate/program management office IT policies.

Provides recommendations to the Commander/Executive Director in connection with the engineering aspects of data automation to include knowledge of the newest developments in IT; small to large-scale computer systems and individual components; and also provides high level professional management and technical assistance. Researches and evaluates all developments in a variety of IT services/products. This includes continuous liaison with industry; evaluating their equipment and software support capabilities for potential areas of savings that may accrue to the Army/command/directorate/program management office as a result of exploiting new

technological developments, improved contract terms, or by upgrading to newer versions of systems software. Sponsors, coordinates, and manages the testing and evaluation of a variety of systems hardware and software.

Please select the paragraph below if the incumbent serves as a supervisor.

\_\_\_\_ Performs the full range of administrative and technical supervisory duties. Responsible for understanding and actively supporting the Command's Affirmative Action/EEO Program, ensuring EEO principles are reflected in all aspects of personnel management. Assigns work and establishes priorities; evaluates performance of subordinates; gives advice, counsel, and/or instruction to subordinates on both work and administrative matters; interviews and recommends selections of candidates for positions, promotions, and reassignments; and hears and resolves complaints from subordinates.

Exercises full authority as a member of the pay pool management in assessing contribution and preparing statements of duties and experience for Demonstration employees.

Please select the following if the incumbent serves as a team leader on a regular basis leading three or more employees.

\_\_\_\_ Serves as a team leader providing guidance and direction to team members.

#### IV. Factors:

Factor: 1. - Problem Solving Level IV.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

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.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

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.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

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 program/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.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

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.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

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.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

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

#### V. Staffing KSA's

Ability to give oral presentations

Ability to communicate in writing

Ability to apply a knowledge of systems analysis and design methodologies

Knowledge of information processing standards and procedures

Ability to formulate programming specifications

Ability to apply knowledge of current automation technology and practices

Ability to evaluate computer systems design, prototypes, and computer applications from an operational test and evaluation perspective

Knowledge of configuration management regulations, principles, and techniques

Knowledge of computer security

Knowledge of and ability to apply software reuse techniques

Ability to apply test and evaluation tools and techniques to enhance the development and operation of computer software and computer systems