

# POSITION DESCRIPTION

1. Agency PDCN 70145000

<b>2. Reason for Submission</b> <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New  <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced)	<b>3. Service</b> <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	<b>4. Empl Office Location</b>	<b>5. Duty Station</b>	<b>6. OPM Cert #</b>
<b>7. Fair Labor Standards Act</b> Not Applicable		<b>8. Financial Statements Required</b> <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		<b>9. Subject to IA Action</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>10. Position Status</b> <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		<b>11. Position is</b> <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	<b>12. Sensitivity</b> <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	<b>13. Competitive Level</b>  <b>14. Agency Use</b> ENL 40/50

**15. Classified/Graded by**  
 a. US Office of Pers Mgt  b. Dept, Agency or Establishment  c. Second Level Review  d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Food Service Program Specialist	GS	0301	09	jeb	26 Aug 02

**16. Organizational Title** (If different from official title) \_\_\_\_\_ **17. Name of Employee** (optional) \_\_\_\_\_

**18. Dept/Agency/Establishment** - National Guard Bureau  
 a. **First Subdivision** - State Adjutant General  
 b. **Second Subdivision** - HQ STARC  
 c. **Third Subdivision** - Director of Logistics  
 d. **Fourth Subdivision** -  
 e. **Fifth Subdivision** -

**19. Employee Review.** This is an accurate description of the major duties and responsibilities of my position. \_\_\_\_\_ Employee Signature /Date (optional)

**20. Supervisory 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 related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. **Typed Name and Title of Immediate Supervisor**  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

b. **Typed Name and Title of Higher-Level Supervisor/Manager** (optional)  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**21. Classification/Job Grading Certification:** I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

Typed Name and Title of Official Taking Action  
 JAMES E. BUIS  
 Personnel Management Specialist  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 //signed// 26 Aug 02

**22. Standards Used in Classifying/Grading Position**  
 USOPM/PCS for: Miscellaneous Administration and Program Series, GS-0301, Jan 79; Administrative Analysis Grade Evaluation Guide, Aug 90; Management and Program Analysis Series, GS-0343, Aug 90; Introduction to the Position Classification Standards, Jan 90; and Draft JFS for Administrative Work in the Equipment, Facilities and Services Group, GS-1600, Oct 01.

**Information For Employees.** The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)								
b. Supervisor								
c. Classifier								

**24. Remarks:**  
 Released from NGB-HR-Classification Activity, CRA 02-1009.

**25. Description of Major Duties and Responsibilities (SEE ATTACHED)**

25.

## DUTIES

This position is located in the Army National Guard (ARNG), Directorate of Logistics. The primary purpose of this position is to function as the Food Service Program Specialist for the ARNG of the state. The position is intended for **Enlisted** incumbency. This assignment determination is based on the description of duties outlined in AR 611-21, para 10-257.1 92G Food Service Operations, CMF 92.

-- Develops, coordinates, implements, advises, and evaluates the ARNG Food Service Program for the state, ensuring maximum accountability and use of food service resources for mission support. Reviews and interprets regulations, directives and reports pertinent to these functions. Develops, coordinates approval, publishes, and disseminates state level regulations and procedures based on analysis and a thorough understanding of current guidelines and procedures for the related programs. In the absence of specific guidance, uses judgment and initiative to apply alternative approaches to problem solving. Based on analysis of requirements of higher headquarters and the needs of the state, initiates and recommends action to implement programs designed to provide optimum food service support. Programs are in such areas as headquarters operations management, administration, accountability, facilities, procurement, food preparation, cooking and serving, field operations, receipt and storage operations, safety and fire prevention, etc. Coordinates, assists, administers and serves as the authority for special requirements and programs such as food service automation, annual training support, state competitive food contracts, prime vendor program, activation/ inactivation and mobilization, contingency, natural disaster and exercise planning.

-- Serves as the resident expert for food service matters. Provides authoritative technical advice and oversight to subordinate units on all food service matters. Translates a wide variety of lengthy logistics directives and reference materials into understandable format for use at local levels. Makes periodic visits during normal drill periods, annual/overseas training at home station and/or field operations sites to provide assistance. Conducts inspections that ensure compliance with policies and regulations and to identify systemic problems. Oversees Food Service contractor performance. Assists in coordinating and providing input for new dining facility designs and upgrades to existing facilities that pertain to the Food Service program. Guidance and assistance may include record keeping, requisitioning, management, contracting, sanitation, food preparation, etc.

-- Acts as the full-time program manager for food service. Implements and monitors the state Food Service Budget. Prepares budget submission for food service programs. Makes recommendations for long range goals/needs for food service to include equipment and facilities, training requirements, automation needs, sources/methods of supply, quality of products, environment of missions/exercises, and available budget. Approves special requirements for subsistence requests for support from commercial sources or other DOD agencies. Monitors the food cost and feeding strength summary. Monitors cash meal payment books and accomplishes unannounced cash collection reviews.

-- Serves as the full-time liaison for the State Food Service Officer (FSO). As the liaison, coordinates menu board items, provides the FSO with information pertaining to the status of

training classes, assistance visits, etc. The incumbent participates as a member of the Food Management Assistance Team (FMAT). May serve as a member on the Menu Planning Board.

-- Schedules, develops, conducts and coordinates training for food service personnel, particularly in the areas of management and sanitation. This may include state or higher HQ sponsored workshops, seminars or conferences. Provides food service related information for and participates in other state training courses. Represents the Food Service Officer or the Director of Logistics at food service meetings, pre-annual training conferences, major exercises and other appropriate sessions. Acts as food services liaison with commercial vendors and contractors, other DOD agencies, supporting installations and Army managers and logisticians at various levels of command.

-- Coordinates the administration of the Department of Army Philip A. Connelly Awards Program for the state. Conducts local command competition, visiting and evaluating all subordinate units with food service capability. May act as inspector or evaluator for units of other states during higher-level competition.

-- Performs other duties as assigned.

#### FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

FL 1-6

950 Pts.

-- Knowledge of a substantial body of program principles, concepts, policies and objectives of the Food Service Program.

-- Knowledge of food service-related administrative regulations and operating procedures as well as skill in applying fact-finding and investigative techniques when gathering information during assistance visits.

-- Ability to analyze, design and implement a Food Service Program, which meets the diverse mission requirements effectively and efficiently.

-- Ability to analyze situations and propose alternative methods to solve problems relating to food service. Identifies and initiates actions to improve deficiencies or weaknesses. Analysis and recommendations are based on issues or problems that arise during the management of the program and not on scheduled projects or studies specifically designed to evaluate and recommend ways to improve the effectiveness and efficiency of the program.

-- Knowledge of budgeting and facility maintenance.

-- Ability to communicate orally and in writing, and to interact effectively with personnel of diverse interests and background.

#### FACTOR 2 - SUPERVISORY CONTROLS

FL 2-3

275 Pts.

-- The supervisor outlines the scope of responsibility, provides policy guidance and assists the employee with unusual and controversial work situations. The employee has continuing responsibility for management of the program and uses judgment to determine the

appropriate resolution of problems within the parameters of current policy and the intent of regulations. Work is evaluated through personal evaluations, review of reports and status documents, and inspections/evaluations by higher headquarters. Work is reviewed for conformance with the overall requirements and objectives of the program. Findings and recommendations developed by the employee are discussed/reviewed prior to release, publication, and implementation.

FACTOR 3 - GUIDELINES

FL 3-3 275 Pts.

-- Guidelines consist of wide variety of lengthy logistics regulations, directives and reports. The work requires the employee to research, interpret and adapt these guidelines in order to establish specific procedures for use within the state ARNG. The employee analyzes the current subject and procedures and makes recommendations for changes.

FACTOR 4 - COMPLEXITY

FL 4-3 150 Pts.

-- The work includes various duties involving different and unrelated processes and methods in completing assignments within the Food Service Program in areas such as management, procedures, budget, safety, health, field and garrison operations, procurement, training requirements, automation, etc. Through visits to subordinate units and contract facilities, gathers information used to identify systemic problems or improve Food Service Program delivery. Program adjustments are based on analysis of findings and recommendations made as a result of visits and inspections as well as review of periodic reports and problems experienced by subordinate units. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

FACTOR 5 - SCOPE AND EFFECT

FL 5-3 150 Pts.

-- The work involves identifying problems, studying, analyzing and making recommendations concerning the efficiency and effectiveness of food service operations for a variety of situations and units within the state ARNG. As the Food Service Program Specialist and resident technical expert, the employee is required to evaluate the program's effectiveness at the operating level and to prepare detailed procedures and guidelines to supplement regulations and reports. The work affects the operation of the ARNG food service program throughout the state and the adequacy of food service operations in the field.

FACTOR 6 - PERSONAL CONTACTS &  
FACTOR 7 - PURPOSE OF CONTACTS

FL 6-3/7-b 110 Pts.

-- Personal contacts within the state ARNG include Supply Sergeants, Logistics Specialists, Armory Officers-in-Charge, various managers, supervisors, and employees within the USPFO, CFMO, etc. As the food service authority, represents the state at meetings, conferences and exercises both within and outside the state. Acts as the food service liaison with commercial vendors and contractors, other DOD agencies, supporting installations and Army managers and logisticians at higher headquarters.

-- Purpose of contacts is to represent the state at all food service related functions. As program manager, may need to negotiate or coordinate changes to program delivery, based on the best interests of the state or to oversee and make recommendations regarding dining

facility design, upgrades, etc. May act as an inspector or evaluator for other units during higher level competition.

FACTOR 8 - PHYSICAL DEMANDS

FL 8-1

5 Pts.

-- The work is primarily sedentary. Some walking, standing, bending and carrying of light items may be required during inspections of food service facilities or field operations. No special physical demands are required of this position.

FACTOR 9 - WORK ENVIRONMENT

FL 9-1

5 Pts.

-- Work is typically performed in an adequately lighted and climate controlled area. May be subject to normal climatic changes when performing visits and inspections at field operating sites on an occasional basis. Occasional travel is required to visit units, conduct training, and attend conferences/meetings/exercises.

## EVALUATION STATEMENT

a. Title, Occupational Series, and Grade: Food Service Program Specialist, GS-0301-09

b. References: USOPM/PCS for:

1. Miscellaneous Administration and Program Series, GS-0301, Jan 1979.
2. Administrative Analysis Grade Evaluation Guide, Aug 1990.
3. Management and Program Analysis Series, GS-0343, dated Aug 1990.
4. Introduction to the Position Classification Standards, dated Jan 1990.
5. Draft JFS for Administrative Work in the Equipment, Facilities and Services Group, GS-1600, dated Oct 2001.

c. Background Information: This position was updated to recognize and reflect program responsibilities and the analytical nature of duties and responsibilities performed in support of the Food Service Program.

d. Occupational Series, Title, and Grade:

1. Occupational Series: Objectives of the Food Service Program include achieving the most efficient and effective use of personnel, materiel, and financial resources; and providing the highest quality, cost-effective, subsistence supply and food service for authorized military personnel. This position requires the incumbent to function as the ARNG Food Service Program Specialist for the state, which includes analysis of higher headquarters regulations, directives and reports and the interpretation of that guidance and its effect on all facets of food service. Additionally, the incumbent manages the food service budget for the state and makes recommendations for long range goals/needs to include equipment and facilities, training requirements, automation needs, source/method of supply, quality of product, environment of mission/exercise, and available budget. Judgment required for appropriate recommendations considers all facets and needs of food service. No one occupational series has been established for the specialized nature of this position.

The position requires analytical ability, judgment, and knowledge of a substantial body of program principles, concepts, policies and objectives pertaining to the administration of the food service program. The draft GS-1600 standard excludes work covered by the GS-0343 series which involves examining or studying work processes and devising methods, procedures, organizational arrangements, and related matters for the purpose of improving the effectiveness and economy of work programs or organization. This position is responsible for improving the efficiency and effectiveness of the State Food Service Program and ensuring that this is accomplished in an economical manner.

Within the draft GS-1600 standard, the definition for the Food Service Series, GS-1667, includes two-grade interval administrative positions that supervise, lead, or perform work that involves operating food services of Federal Government institutions including storeroom, kitchen, dining room, and meat and bakery operations. The incumbent functions as the state resident expert in the area of food service and as such is required to manage the program and assess the status based on visits/inspections of subordinate units, reports of major subordinate commands within the state, etc. The duties of this position are analytical

nature and the incumbent functions as a state level program specialist. Based on these reasons, the GS-1667 series is determined to be inappropriate.

The Management and Program Analysis Series, GS-0343, includes positions that primarily serve as analysts and advisors to management on evaluating government program efficiency and effectiveness. However, the GS-0343 series excludes staff positions that have as their paramount qualification requirement specialized subject-matter knowledge and skills equivalent to those required of a fully-trained employee in the particular subject-matter occupation. Knowledge of the Food Service Program is paramount for this position, since most of its work involves advising commanders, managers, and individual units; therefore, placement in this series would be inappropriate.

The Miscellaneous Administration and Program Series, GS-0301, accommodates such positions for which no general or specialized series exists. The GS-0301 positions require analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies and objectives. The administrative management and analysis required by this position is closely related to the Miscellaneous Administration and Program Series, GS-0301. Therefore, the position is placed within this series.

2. Title: There are no specified titles for positions in the GS-0301 series and in accordance with the titling practices of the Introduction to the Position Classification Standards, the title most reflective of duties performed is Food Service Program Specialist.

3. Grade: The factor level descriptions and determinations in the position description well describe the position and its worth under the grading criteria provided in reference 2. The factor level determinations are summarized in the following FES chart.

e. Conclusion: Food Service Program Specialist, GS-0301-09

CLASSIFIER: Jim Buis  
NGB Classification Specialist

DATE: 26 Aug 02

**FACTOR EVALUATION SYSTEM  
POSITION EVALUATION STATEMENT**

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED	1-6	950	
2. SUPERVISORY CONTROLS	2-3	275	
3. GUIDELINES	3-3	275	
4. COMPLEXITY	4-3	150	
5. SCOPE AND EFFECT	5-3	150	
6. PERSONAL CONTACTS and 7. PURPOSE OF CONTACTS	Matrix 3b	110	
8. PHYSICAL DEMANDS	8-1	5	
9. WORK ENVIRONMENT	9-1	5	
<b>TOTAL POINTS ASSIGNED:</b>		1920	<b>GRADE: GS-09</b>

E. Conclusion: Based on the above evaluation, the position is correctly classified as Food Service Program Specialist, GS-0301-09.

CLASSIFIER: Jim Buis  
NGB Classification Specialist

DATE: 26 Aug 02