

POSITION DESCRIPTION

1. Agency PDCN **16919WFD**

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

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
Supervisory Air Traffic Control Specialist	GS	2152	13	gah	1 Jun 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** - ANG
 c. **Third Subdivision** - 266th Range Squadron
 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 _____
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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
 GAYLE A. HINRICHS
 Position Classification Specialist

Signature _____ Date _____
 //signed// 1 Jun 02

22. Standards Used in Classifying/Grading Position
 USOPM OPM for Air Traffic Control Specialist, GS-2152, dtd Jun 78, USOPM General Schedule Supervisory Guide, Jun '98

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,

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

25.

a. INTRODUCTION:

This position is located in the 266th Range Squadron, Mountain Home AFB, Idaho. The incumbent functions as the Operations Officer for an Air Traffic Control Center. The center receives multiple radio/radar transmission inputs from several operating sites. The unit performs a dual training and full period USAF support mission for the Mountain Home Range Complex under the single range management and operational control of Air Combat Command. The purpose of this position is to serve as the Supervisory Air Traffic Control Specialist, in charge of operations in a Range Squadron.

b. DUTIES AND RESPONSIBILITIES:

(1) Responsible for the management and supervision of the radar operation section consisting of fifteen or more employees comprising of three scheduled crews which provide Air Traffic Control and Weapons Control services. Directly supervises two crew or shift supervisors, deciding on problems presented by them, evaluating their performance, hearing and resolving personnel problems and making decisions on training needs. Evaluates effectiveness of operating and maintenance procedures and develops improved practices and procedures to increase efficiency of operations. Ensures compliance with established FAA, DOD and Army policies and procedures within the facilities. Advises and furnishes on-the-job spot guidance to the solution of problems. Interprets policies, procedures and practices emanating from the FAA and military authorities to assist the facilities and the installation in meeting its specific missions.

(2) Determines the need for and develops specialized air traffic procedures to meet local requirements or to improve techniques and services and recommends changes to standard procedures. Conducts liaison with military personnel, FAA representatives, civil airports and other aviation groups to determine adequacy of service, resolution of complaints initiated by either activity, and to explain regulations and services in an effort to encourage better understanding of the ATC system. Maintains complete and extensive familiarity with all aspects of air traffic control operations. Plans and coordinates activities with participating flying units, test engineers, flight safety and other personnel of interested agencies.

(3) Supervises directly or through subordinate supervisors; air traffic control specialists; electronics mechanics; and administrative personnel. Establishes job requirements and long range work plans to include budgets. Assigns duties and monitors completed work for compliance with directives. Assures the facility is staffed with sufficient numbers of qualified personnel. Advises subordinates of added or changed procedures, policies and plans. Plans leave schedules and approves leave; holds safety, training and orientation meetings; investigates safety violations and leave abuses; and initiates corrective safety and disciplinary actions. Conducts personnel administration and management tasks. Exercises judgment in setting facility goals and priorities. Identifies development and training - needs of personnel and makes provisions for such training.

Selects or recommends selection of employees; establishes performance standards; and evaluates performance. Effects disciplinary measures involving warnings or reprimands as required and recommends action on more serious cases such as suspensions or removals. Keeps employees informed on policies and procedures, rights and privileges, conduct, job performance, employee suggestions, self-development, safety and any other matters affecting their work. The highest level of nonsupervisory work is Air Traffic Control Specialist, GS-2152-11.

(4) Responsible to the development and establishment of policies, procedures to provide the maximum of safety and efficiency for flight operations within the MHRC for utilization by high performance aircraft and unmanned airborne vehicles. Such procedures and policies must meet high standards for adoption and incorporation in USAF Major Command regulations. Interprets and implements such applicable policies, procedures and directives as established by the Range Commander, and other higher echelons of command. Responsible for the establishment and supervision of standardization/evaluation program for unit of assignment. Analyzes the operational requirements and plans the physical configuration of the air traffic center and remote operating sites.

(5) Serves as technical advisor to USAF test organizations on requirements, and acquisitions of special use airspace. Coordinates the use of such airspace, and formulates procedural aspects with FAA and other controlling agencies.

(6) Responsible for training and facility rating certification of air traffic controller personnel assigned in accordance with USAF, FAA and other command level directives.

(7) Represents the unit range commander at test range operations meetings, base staff meetings and conferences held at other USAF commands. Prepares and conducts briefings pertaining to range operations, range utilization and mission capabilities of the range support unit.

(8) Responsible for maintenance of flight control logs, reports, operating directives, quality control records, technical performance data and other documents and directives as required to maintain efficiency and safety of flight operations tactics development and war zone training.

(9) Responsible for plans and operational agreements management. Formulates and negotiates unit responsibilities with other organizations and agencies. Writes plans for operational missions and exercises. Maintains master files and insures timely review actions on same.

(10) Performs other duties as assigned.

c. SUPERVISORY CONTROLS:

Works under general supervision of the Range Commander, performing duties in accordance with USAF, ANG and FAA procedures and standards. Performance is reviewed only in a general nature as incumbent is involved in technical duties for which he is held responsible and is evaluated primarily upon effectiveness of results. Supervisor is available for consultation or discussion of controversial problems or matters of a precedent-setting nature. Guidelines include USAF/FAA local area, regional and administrative directives, orders, rules, regulations, policies and procedures.

GENERAL SCHEDULE SUPERVISORY GUIDE

SUMMARY EVALUATION

POSITION NUMBER:

POSITION TITLE: Supervisory Air Traffic Control Specialist

**LOCATION: 266th Range Squadron, Cowboy Control, Mountain Home AFB,
Idaho**

FACTORS	LEVEL	POINTS	REMARKS
1. SCOPE & EFFECT	1-2	350	
2. ORGANIZATIONAL SETTING	2-1	100	
3. SUPERVISORY AND MANAGERIAL AUTHORITY	3-3	775	
4. CONTACTS: A. NATURE	4A-2	50	
B. PURPOSE	4B-2	75	
5. DIFFICULTY (BASE WORK)	5-6	800	
6. OTHER CONDITIONS	6-4A	1120	
TOTAL POINTS ASSIGNED	3250		GRADE: 13

**FINAL CLASSIFICATION: Supervisory Air Traffic Control Specialist,
GS-2152-13.**

Classifier: Gayle A. Hinrichs

Reviewed by: Idaho

Date: 1 Jun 02