POSITION DESCRIPTION

1. Agency PDCN ~~80122~~ D1378000

2. Reason for Submission	3. Service	4. Empl Office Location	5. Duty Station	6. OPM Cert #
Redescription New Reestablishment Other Explanation (Show Positions Replaced)	HQ Field X			

7. Fair Labor Standards Act	8. Financial Statements Required	9. Subject to IA Action
Not Applicable	Exec Pers Financial Disclosure Employment & Financial Interests	Yes X No

10. Position Status	11. Position is	12. Sensitivity	13. Competitive Level
Competitive Excepted (32 USC 709) X SES (Gen) SES (CR)	Supervisory Managerial Neither X	Non-Sensitive Noncritical Sens Critical Sens Special Sens	14. Agency Use ~~ENL~~ Dual Status

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

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Training Technician	GS	1702	09	sf	28 Feb 95

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 -
c. Third Subdivision -
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
STEPHANIE FRONBERG

Signature //signed// Date 28 Feb 95

22. Standards Used in Classifying/Grading Position
USOPM PCS for Education and Training, GS-1702, Oct 91; USOPM

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

24. Remarks:
CRA95-1002

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

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25.

a. INTRODUCTION:

This position is located within a National Guard aircraft maintenance organization. Its purpose is to initiate, research, develop, manage, and control training programs.

b. DUTIES AND RESPONSIBILITIES:

(1) Responsible for development, management and control of the Maintenance Technical Training and Career Development. Responsible for Automated Training Systems and products and a multimedia library. Develops training policies and procedures. Provides technical training guidance and/or assistance to branch/section chiefs and workcenter supervisors. Chairs and conducts meetings with management to resolve critical or controversial training issues.

(2) Identifies and resolves training deficiencies from document research, subject matter experts, interviews, and work observations. Advises on critical or controversial training and training management issues which may arise, and provides solutions to these issues. Works with personnel at all levels to ensure training programs provide skill, upgrade and technical knowledge necessary to meet continuously changing mission requirements. Interviews and counsels new personnel to identify formal training deficiencies and indoctrinates them in the division training processes and programs. Reports status of maintenance training programs to the Maintenance Division Foreman.

(3) Performs curriculum development functions. Researches available resources to ensure cost effective quality training. Recommends revision to training programs. Develops maintenance operating instructions (MOIs) and other training policy documents. Recommends to management procedural changes/policies that will affect numerous facets of aircraft maintenance. Obtains data for Training Personnel Requirements (TPR); forecasts/budgets to identify Air Education and Training Command (AETC) or Mobile Training Team (MTT) requirements. Determines and establishes the type of training requirements for new systems and equipment based upon advance notice.

(4) Maintains liaison with activities conducting, scheduling, or supporting training requirements. Coordinates scheduling of training and facilities. Ensures availability of training materials. Develops and publishes training schedules. Communicates directly with other organizations to include NGB, AETC, and gaining Major Air Commands (MAJCOMs) when arranging for training resources.

(5) Establishes and maintains a skills and knowledge testing program for the Aircraft Maintenance Division and Aircraft Generation Division (AGD). Reviews test results and other qualification data of newly assigned personnel to determine requirements for additional qualification and/or proficiency training, and certifications.

(6) May be required to augment the Quality Assurance team during activity inspections.

(7) Performs other duties as assigned.

c. SUPERVISORY CONTROLS:

Works independently under general supervision. Performs duties in accordance with established policies and procedures, referring only problems of a difficult nature to the supervisor for advice and guidance. Work is reviewed in terms of results achieved and/or reports from managers and supervisors.

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OTHER SIGNIFICANT FACTS:

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. These tasks have no impact on the classification of this position and should NOT be addressed in any technician's performance standards.

[1]**EVALUATION STATEMENT**

A. Title, Occupational Series and Grade: Training Technician, GS-1702-09.

B. References:

1. USOPM PCS for Education and Training Series, GS-1702, Oct 91.
2. USOPM PCS for Employee Development Series, GS-0235, Apr 71.

C. Background: Air National Guard units have been reorganized to form an Aircraft Generation Division (AGD) as directed by the Air Force. This position is redescribed to reflect these changes.

D. Occupational Series, Title and Grade Determination:

1. Occupational Series: This position is responsible for the management of training programs for Air Technicians, Drill Status Guard members and AGR personnel within the Aircraft Maintenance organization. Incumbent develops training plans and procedures to ensure training and readiness objectives are achieved; establishes quotas for schools and ensuring training received meets requirements; and provides staff assistance/guidance to management. The GS-1702 series best describes the kinds of work performed in the position. This series includes positions involved in nonprofessional work of a technical, specialized, or support nature in the field of education and training. Such work characteristically involves knowledge of the program objectives, policies, procedures, and pertinent regulatory requirements affecting the particular education or training activity. Therefore, allocation of the position to the GS-1702 series is appropriate.

2. Title: The standard prescribes the title of Training Technician for positions which apply a practical understanding of the training program and its objectives, policies, procedures, and requirements. Therefore, this position is titled Training Technician.

3. Grade: There is no grade determining criteria for the GS-1702 series, therefore comparison is made to the Employee Development Position Classification Standard, GS-0235. The GS-0235 series uses two factors for grade determination, as follows:

a. Nature of Assignment: This position exceeds the GS-07 level, described in the standard as developmental. Assignments at the GS-09 level include conducting training surveys; analyzing information; arranging training; monitoring on-the-job training; reviewing training reports; contacting supervisors and employees; answering inquires; clarifying eligibility requirements and application procedures; and explaining policies, procedures and regulatory requirements. GS-09 level work involves training and developing primarily custodial,

mechanical, manual labor, clerical and similar occupations. This position is responsible for administering, directing, managing and evaluating a training programs for all functions in the Aircraft Maintenance organization. Work involves analysis of information to determine required training needs, monitoring the on-the-job training program, ensuring training requirements are met and guidelines are followed, and providing guidance and staff assistance to management concerning employee training and development matters. The workforce served is primarily trades and crafts, with a few employees in technical, managerial or administrative occupations. Assignments are normally individually initiated or received from the supervisor. This level of work substantially matches that described at the GS-09 level in referenced standard. Assignments do not meet the GS-11 level as these duties include more difficult work processes that are relatively difficult to understand.

b. Level of Responsibility: The work of this position is reviewed for technical soundness, accuracy of conclusions, adherence to instructions, and overall acceptability. The position is responsible to the supervisor for accomplishment of training program objectives and goals. Work is performed independently. This exceeds the GS-07 level where work is closely reviewed on a continuous basis, and matches the GS-09 level in the standard. The GS-11 level is not met as work at this level is self generated and the incumbent develops plans, procedures and operating methods.

E. Conclusion: Based on the above evaluation, this position is classified as Training Technician, GS-1702-09.

Classifier: Stephanie Fronberg Region: NGB-HR-WC Date: 28 Feb 95