

POSITION DESCRIPTION

1. Agency PDCN 80123000 **D1379000**

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

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
Management Analyst	GS	0343	09	mtl	21 Dec 94

16. Organizational Title (If different from official title)	17. Name of Employee (optional)
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18. Dept/Agency/Establishment - National Guard Bureau	c. Third Subdivision -
a. First Subdivision - State Adjutant General	d. Fourth Subdivision -
b. Second 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)
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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 MYRA T. LOCKIE Signature //signed// Date 21 Dec 94	22. Standards Used in Classifying/Grading Position USOPM PCS for Management and Program Analysis, GS-0343, Aug 90. USOPM Position Classification Flysheet for Management and Program Analysis Series, GS-0343, dated August 1990 USOPM Administrative Analysis Grade Evaluation Guide, dated August 1990 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.
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23. Position Review	Initials	Date								
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:
 Released from NGB-HR-WC, ID # CRA94-1021, 21 Dec 94

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

DUTIES:

This position is located in the production analysis function of a National Guard Logistics Division. Its purpose is to analyze maintenance systems and data and present results to management. Incumbent controls and maintains the Management Information System (MIS). Develops factors to measure and predict capabilities of maintenance manpower, equipment, and facilities. Controls, develops, and coordinates maintenance data systems and requirements.

-- Analyzes maintenance data and presents results to management. Interprets findings from maintenance data and the use of statistical techniques. Identifies trends and significant deviations from plans, schedules, and workload estimates. Analyzes deficiencies in areas such as material consumption and training, workload, scheduling, management, and maintenance resources use. Analyzes impact on the maintenance mission and the results of corrective actions. Prepares written reports of analyses and studies. Briefs senior managers. Designs summary reports to meet recurring management needs.

-- Controls and maintains MIS. Develops policies and procedures for MIS application within maintenance activities. Oversees the identification and correction of file errors within the database.

-- Develops factors to measure and predict maintenance manpower, equipment, and facilities capabilities. Analyzes performance data to determine manpower, equipment, and facilities maintenance capabilities. Analyzes performance data to determine manpower, equipment, and facilities maintenance capabilities. Evaluates maintenance manning and equipment, materiel and facility limitations to determine the impact each has on unit and mission effectiveness. Isolates trends and determines materiel and personnel efficiency and effectiveness. Develops methods for improving maintenance planning and personnel efficiency and effectiveness. Develops methods for improving maintenance planning and programming procedures to ensure optimum use of maintenance resources.

-- Controls, develops, and coordinates maintenance data systems and requirements. Determines data processing requirements and relates functional aspects to specific hardware and software capabilities. Controls automated management products retrieval and advises maintenance supervisor on automated information use. Identifies data system problems, coordinating with data automation monitors, and submits difficulty reports. Identifies new information requirements, submits information systems requirements documents, and coordinates with data system development services for implementing new programs.

-- Performs other duties as assigned.

-- Knowledge of maintenance management, MIS and reporting procedures, statistical techniques, information analysis techniques, retrieval and database management procedures, and concepts and application of applicable maintenance directives.

FACTOR 2 - SUPERVISORY CONTROLS

FL 2-3

-- Work is assigned in terms of issues, organizations, functions, or work processes to be studied. Organizes, plans, and accomplishes duties and responsibilities independently. Work problems are normally resolved by the incumbent. Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility with other work, and helping management reach desired objectives.

FACTOR 3 - GUIDELINES

FL 3-3

-- Operates within established administrative and technical publications and vendor supplied operations manuals. Incumbent uses independent judgement and discretion in the operation of information systems where guidelines are vague or do not cover the situation.

FACTOR 4 - COMPLEXITY

FL 4-4

-- Conducts analytical surveys, comparisons, cost studies, and evaluation of mission and personnel efficiency, productivity and effectiveness. Projects required detailed planning, organizing, and gathering pertinent data to assess current equipment feasibility and mission accomplishment.

-- Project studies often require developing new criteria and unique retrieval formats to extract data from information systems or other sources. Uses experience and judgement to determine if current measurements of program effectiveness are reliable and develops methods to improve or replace them. Provides findings, observations and recommendations to management in the most informative manner, such as narrative, charts, graphs, visual media or briefings.

FACTOR 5 - SCOPE AND EFFECT

FL 5-3

-- Evaluations and recommendations provided by the analyst allows management to make decisions to improve mission effectiveness, increase personnel utilization and productivity, enhance system reliability, and reduce fiscal costs. They also aid in developing long-range plans and objectives for the organization by streamlining maintenance methods, procedures, and operations and allowing managers to react to proposed mission changes and reorganizations.

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

Matrix 2-b

-- Contacts include multilevel commanders, unit branch and shop supervisors, and unit and host base database managers. Meets with other unit analysts, higher headquarters officials and program managers, and information systems vendors and contractors.

-- Findings and recommendations from studies, surveys, and other projects are provided to commanders and higher headquarters staff personnel to assist them in making management decisions.

FACTOR 8 - PHYSICAL DEMANDS

FL 8-1

-- Work is primarily sedentary, however may be required to walk, bend, or climb to gather information or perform studies.

FACTOR 9 - WORK ENVIRONMENT

FL 9-2

-- Work is typically performed in an office environment, however, regularly requires visits to aircraft maintenance facilities and equipment which involve some risk of injury or discomfort. Protective equipment is available when required and safety precautions must be met.

POSITION DESCRIPTION ADDENDUM

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.

Factor Evaluation System

POSITION EVALUATION STATEMENT

Evaluation Factors		Points Assigned	Stds Used (FLD, BMK)	Comments
1. Knowledge Req by the Position		950	FLD 1-6	
2. Supervisory Controls		275	FLD 2-3	
3. Guidelines		275	FLD 3-3	
4. Complexity		225	FLD 4-4	
5. Scope and Effect		150	FLD 5-3	
6. Personal Contacts	7. Purpose of Contacts	75	Matrix 2b	
8. Physical Demands		5	FLD 8-1	
9. Work Environment		5	FLD 9-1	
S U M M A R Y	Total Points	1960	Remarks: (As appropriate, desk audit findings or other considerations not previously documented which affect the final grade.)	
	Grade Conversion Range:	GS-09		

Classifier: Myra T. Lockie

Region: NGB-HR-WC

Date: 21 Dec 94