

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NV52028

2 Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) CNIC TEMPLATE PD		3 Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4 Employing Office Location Various*	5 Duty Station Various*	6 OPM Certification No.
7 Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8 Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9 Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen) SES (CR)		11 Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12 Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13 Competitive Level Code
14. Agency Use					

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department Agency or Establishment						
c. Second Level Review						
d. First Level Review	Program Analyst	GS	0343	11		
e. Recommended by Supervisor or Initiating Office	Regional Program Analyst	GS	0343	11		

16. Organizational Title of Position (if different from official title)
Regional Program Analyst

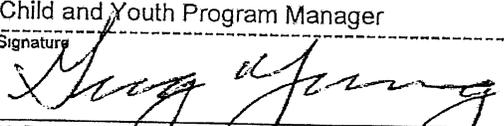
17 Name of Employee (if vacant specify)

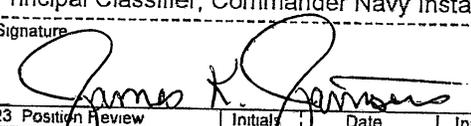
18 Department, Agency or Establishment DEPARTMENT OF THE NAVY	c Third Subdivision
a. First Subdivision COMMANDER NAVY INSTALLATIONS COMMAND	d Fourth Subdivision
b. Second Subdivision	e Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position

Signature of Employee (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 relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a Typed Name and Title of Immediate Supervisor	b Typed Name and Title of Higher-Level Supervisor or Manager (optional) Greg Young Child and Youth Program Manager
Signature	Signature 
Date	Date 9/26/12

21. Classification/Job Grading Certification, I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	22 Position Classification Standards Used in Classifying/Grading Position Management and Program Analysis Series, GS-0343 TS-98 August 1990; Administrative Analysis Grade Evaluation Guide TS-98 August 1990.
Typed Name and Title of Official Taking Action James K. Jamison Principal Classifier, Commander Navy Installations Command	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 the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
Signature 	

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

24 Remarks
 BUS 8888;BIN _____, Block 13 and 18 b/c are coded locally; supervisory certification required in block 20a. *NOTE.Template PD for CNIC regions/installations,changes must be authorized by HQ N9 and HQ N13.

25 Description of Major Duties and Responsibilities (See Attached)

**Program Analyst, GS-0343-11
(Regional Program Analyst)**

PD# NV52028

Introduction

The purpose of the Regional Program Analyst is to provide support to the Regional Child and Youth Program (CYP) Manager through the conduct of various analysis functions including financial analysis, staff advisory analysis services, personnel administration, and general administrative support for assigned organizational elements. This position is the liaison with regional support offices, which includes but is not limited to the Non-appropriated Funds (NAF) personnel office, Human Resources Office (HRO), and Regional financial management offices.

Major Duties and Responsibilities

The Regional Program Analyst is responsible for managing and coordinating CYP operations by providing a variety of program and financial analysis functions and general administrative support. This includes budgeting and financial management, data reporting, administrative support, personnel management, and communications, among other tasks. These tasks are summarized below.

Budgeting and Financial Management

Advises the CYP Manager on the efficient execution of the budget through the review, tracking, and evaluation of NAF and APF budget requests, and requests for apportionments, expenditures, obligations, reprogramming, allotments and NAF restricted cash.

Ensures that the operating budget, which includes both Appropriated Fund (APF) and NAF, is spent/executed in accordance with established guidance.

Reviews data submitted for consistency with previous estimates, current levels of operation, and anticipated changes. Revises data for inclusion in budget reports and schedules as required.

Recommends and implements improvements in the financial management of funds.

Assists the Regional CYP Manager in the development of long range financial, budget, phasing, execution, and spending plans.

Develops spreadsheets to collect and report financial data, manpower requirements, payroll and personnel information, facility requirements, revenue data, program changes, utilization, requirement trends, and indirect costs.

Conducts specialized studies in such areas as the use of obligated funds to meet future needs, manpower utilization, document control, office automation, and effectiveness of service provided by other administrative offices (e.g., regional NAF Common Support Office, comptroller, procurement, regional NAF personnel office, and HRO).

Conducts detailed financial forecast reviews and other related studies designed to improve the effectiveness of management support functions.

Data Reporting

Collects, reviews and prepares reports for regional and Commander, Navy Installations Command (CNIC) reports and data calls. This includes development of reporting templates, verification of data accuracy, and analysis of data received. Reports may include program enrollment staffing, parent fees, United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP), and waiting list information.

Analyzes and evaluates the effectiveness of CYP programs or operations in meeting established goals and objectives.

Administrative Support

Develops and reviews regional CYP Standard Operating Procedures (SOPs) to ensure accordance with applicable instructions.

Coordinates the acquisition of a wide variety of administrative functions including space, records, mail, property management, communications, travel transportation, procurement of supplies, equipment, printing and reproduction services.

Liaisons with staff and/or supporting functional offices, (i.e., personnel, comptroller, office functions, procurement) to provide adequate and timely services.

Personnel Management

Serves as the program point of contact and liaison for Human Resources guidelines and regulations pertaining to GS, NAF and

active duty military personnel assigned, as applicable.

Advises management on basic classification, position management, recruitment and selection, training and award processes.

Maintains accurate tracking systems for personnel programs and responds to specific queries from the personnel office for factual or statistical data.

Uses mission and function statements, staffing plans and projected work requirements to develop training plans, long term training needs, EEO goals, awards distribution and performance rating reviews.

Communications

Represents the Regional CYP Manager in administrative and financial matters at military and civilian community conferences or meetings.

Originates and/or reviews official correspondence pertaining to the CDC, CDH, School Age Care (SAC) program, Youth Program and R&R program. Reviews and releases technical and administrative reports as required.

Maintains liaison and communications with Morale Welfare Recreation (MWR), regional headquarters, Commander Navy Installation Command(CNIC), and echelons of higher authority, as applicable, through correspondence and personal contact.

Coordinates, consolidates and/or prepares special briefings and formal presentations on administrative and technical issues for management.

Coordinates, responds and tracks documentation regarding CNIC CYP inspections in accordance with cited regulations. Coordinates responses to CNIC inspection findings and ensures follow-up until all issues are resolved.

Additional Responsibilities

Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.

Performs other duties as assigned.

Classification Factors

Factor 1 - Knowledge Required

Comprehensive knowledge of organizational processes, procedures, operations and elements, including detailed knowledge of audit, management, financial management and administrative programs, objectives, and regulation.

Ability to conduct studies and analyze program data to provide effective financial management support for the CYP.

Knowledge of child and youth programs and services, principles, practices, and techniques is preferred.

Knowledge of the policies and regulations related to personnel administration, EEO policies and procedures and manpower planning in order to prepare budget estimates and recommend organizational and business changes.

Knowledge of computers and a variety of software programs and methods of record keeping.

Knowledge of financial and administrative management methods, techniques, and methodology in order to appropriately execute assigned programs.

Knowledge of business administration, school administration, leadership and management, early childhood management or communication.

In-depth knowledge in child and youth programs and services, principles, practices, and techniques.

Ability to communicate effectively in English, both orally and in writing, and possess strong interpersonal communication skills.

Ability to make oral presentations and briefings to all levels of chain of command personnel and effectively represent the CYP on financial and administrative issues.

Ability to develop, maintain and present accurate reports and records, military style instructions and documents.

Factor 2 - **Supervisory Controls**

Reports to the Regional CYP Manager who provides broad guidance in the form of verbal information regarding overall goals and objectives. Incumbent independently plans work and carries out assignments, interprets guidelines, policy, and regulations, and resolves most problems that arise. Incumbent is responsible for recommending specific methods, procedures, and informational sources to be utilized in achieving results. Long term and continuing assignments are carried out with minimum review from supervisor. The incumbent is responsible for keeping the supervisor informed of any issues that have far reaching implications, criminal misuse of funds, or anything that could affect the public relations and/or the integrity of the department and command.

Factor 3 - **Guidelines**

Work is governed by numerous operational, financial, administrative, and personnel guidelines such as DoD and DoN manuals, directives, regional instructions, regulations, laws, and policies. The incumbent performs major duties and responsibilities in accordance with these guidelines and uses own judgment in identifying, applying and selection of appropriate guidelines to specific issues or situations. The supervisor is informed of any deviations from established procedures or guidelines.

Factor 4 - **Complexity**

Assignments are diverse in nature and cover a number of program components, including the administration and operation of programs, financial management, and marketing for activities. Work involves: interpreting and developing policies, procedures, and instructions; monitoring the compliance of goals and objectives; and recommending the amount and timing of fund allocations. The work requires planning and organization, analysis of data and information, and considerable coordination and integration of the work of other staff within CYP, NAF and APF Business offices. The decision making process involves assessing situations with conflicting priorities, insufficient data, and geographical dispersion of programs, therefore requiring analysis to determine the applicability of established methods. Participation in the development of local or regional policies helps ensure customer needs are met. The incumbent must

effectively communicate policy and program changes to all levels of managers in order to gain concurrence and support.

Factor 5 Scope and Effect

The purpose of this position is to provide support to the Regional CYP Manager in managing and coordinating the current and future operations of the CYP by providing program, financial, and resource planning, and analysis and recommendations. Assignments are diverse in nature and cover a number of activities, services, and programs throughout the region. The work ensures the integrity of the CYP and the operating fund in establishing consistency and standardization throughout the region.

Factor 6 - Personal Contacts

Contacts include CNIC personnel, regional CYP employees, CYP Directors, parents, and subject matter experts in areas such as NAF and APF personnel, NAF accounting, APF execution, public works, security, procurement, supply and office services. Contacts also include Family Readiness Programs, MWR, Headquarters/Regional staff as well as vendor representatives, financial/administrative/audit personnel of other commands, and representatives of professional associations.

Factor 7 - Purpose of Contacts

Contacts are made to: gather and obtain necessary financial and program information to analyze the CYP program; influence cooperative attitudes and compliance with policies and directives; exchange information; and summarize, interpret and relay information on difficult or misunderstood policy questions. The incumbent plays a key role in gaining support and acceptance to Regional CYP policies and practices. The incumbent may negotiate with other functional specialist (e.g. personnel, business, office, marketing) to obtain desired CYP objectives.

Factor 8 - Physical Demands

Most of the work is conducted in an office setting where no special physical demands are made. The incumbent must be able to drive an automobile to visit distant sites. On occasion, air travel may be required.

Factor 9 - Work Environment

The work environment involves everyday risks, which require normal safety precautions typical of such places as offices, residences or commercial buildings. The work is usually adequately lighted, temperature controlled and ventilated. Travel in and around the region to include visits to higher headquarter offices outside the region is required.

CONDITIONS OF EMPLOYMENT:

Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

~~Must possess a valid state drivers license.~~ Strike per Diane Brewer N926B 9/23/13.

Must pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.

Satisfactorily complete all background checks in accordance with PL 101-647 to include National Agency Check with Written Inquiries (NACI).

Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DOD's Child and Youth Programs.

PREFERRED QUALIFICATIONS AND/OR COMPETENCIES:

Equivalent of 3 years experience in professional management, financial management, and administrative experience that qualifies the person for the position.

OR

2-year degree related to business administration, school administration, leadership and management, early childhood management or communication with 2 years of professional management, financial management, and administrative experience.

OR

4-year degree in the same fields with 1 year of professional management, financial management, and administrative experience.