

MANAGEMENT AND PROGRAM ANALYST
GS-0343-13

INTRODUCTION

This position is assigned to the (NAME AREA) of (COMMAND NAME). (COMMAND NAME) is an echelon (?) activity. The incumbent has responsibility for issuing policy and procedures for his/her assigned supply programs to subordinate activities in the (NAME AREA).

Additionally, the incumbent provides headquarters management and other echelon (?) managers with analysis and recommendations for use in decision making.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent will be responsible for the following supply programs and duties:

POLICY AND GUIDANCE (15%) Develops policy and guidance for the (NAME COMMUNITY) for the Government Commercial Purchase Card (GCPC) Program; Navy Material Transportation Program; Aviation Fuel Control Program; Aviation Depot Level Repairables Program; Uniform Material Movement and Issue Priority System (UMMIPS); and other supply management related matters. Develops, refines, analyzes and issues program policies with (NAME AREA)-wide impact. Coordinates with representatives of DoD, CNO, FMO, and major components concerning precedent-setting, controversial, sensitive and/or complex issues and their relationships to other supply and contract management functions, processes and organizations. Provides management oversight of supply support functions and contract management oversight pertaining to the GCPC Program. The policy, oversight and guidance will be accomplished via (COMMAND NAME) instructions, notices, correspondence and standard operating procedures on matters pertaining to supply, logistics, contracting and financial planning and programming.

ADP SYSTEMS SUPPLY POLICY (10%) Exercises program responsibility for standard and unique defense supply systems. Develops functional guidance for new systems and for major system modifications. Leads special automation projects focused on resolution of most complex or unique system problems. Liaisons with NAVSUP, Fleet and Industrial Supply Centers (FISCs), and commands outside of (NAME COMMUNITY) to determine changes needed to reduce costs and increase productivity. Directs the development of training materials and the training of users in the use of new and enhanced automated systems. Analyzes recurring patterns of rejections of transactions to determine systemic causes.

SUPPLY EFFECTIVENESS (10%) Analyzes programs/projects and makes recommendations to improve supply management and logistics support throughout the (COMMAND NAME) claimancy. Analyzes and makes recommendations to improve (NAME COMMUNITY) supply effectiveness. Leads management surveys, reviews, and investigations of operational systems and procedures; analyzes and evaluates findings and recommends corrective action for assigned programs. Analyzes statistical trends to determine program effectiveness and projected requirements. Initiates corrective action to eliminate systemic deficiencies. Represents (COMMAND NAME) at internal staff meetings and external conferences and meetings

pertaining to logistics, GCPC Program and supply matters. Works with SECNAV, CNO and major component senior staff in the development and analysis of logistics and other data calls. Coordinates these requirements with (COMMAND NAME) headquarters staff and functional commands. Coordinates data call distribution and data collection. Conducts overall review of data call responses. Briefs top level senior management and officials concerning issues, problems, proposed solutions to problems, and program accomplishments.

UMMIPS PROGRAM MANAGER (3%) Oversees the UMMIPS Program within the (NAME COMMUNITY) by analyzing the performance of (NAME COMMUNITY) activities and making recommendations to prevent misuse of assigned Force/Activity Designators for material movement and issue transactions. Initiates action to correct deficiencies and responds to CNO queries.

NAVY MATERIAL TRANSPORTATION PROGRAM (2%) Executes policy oversight for material transportation and serves as technical advisor for assignment of Transportation Account Codes to identify the applicable line of accounting data or user ultimately responsible for paying the transportation costs incurred.

GOVERNMENT Commercial PURCHASE CARD (GCPC) PROGRAM MANAGER (40%) Provides analysis, oversight and technical guidance for the Government Credit Purchase Card Program in the areas of procurement, contract administration, credit card policies, practices and procedures, obligation of funds, accounting, bill paying, liquidation, disputes office functions and automation and interface with the Bankcard system and DFAS. Serves as the (COMMAND NAME) Component Agency Program Coordinator. Liaisons with DOD, FMO, NAVSUP, the Bankcard System, Defense Financial and Accounting Service, the General Services Administration Contracting Officer, other Component APC's and (NAME COMMUNITY) activities. Coordinates the program and monitors all (NAME COMMUNITY) disputed purchases and delinquent invoices. Briefs senior management on issues, problems, and propose solutions to problems and program accomplishments. Analyzes and recommends areas requiring improvement and develops recommendations for improvements to the purchase card process and procedures. As the recognized Navy expert, reviews and tests proposed enhancements to the GCPC Program. Provides recommendations for any changes needed to NAVSUP and DFAS prior to Navywide implementation. Participates with NAVSUP and FMO in formulating long-range plans and policies for expansion of the GCPC Program, end of year financial processing and electronic processing enhancements. Advises and assists (NAME COMMUNITY) Alternate Agency Program Coordinators in the daily performance of administrative control and documentation reviews, formulating effective program management controls and processes to ensure quality, efficiency and effectiveness of the credit card program. Is the headquarters team leader in analyzing and resolving systemic purchase card system problems and payment delinquencies.

FINANCIAL PLANNING (5%) Coordinates the financial planning efforts for the retail supply operations and other personnel support for the (NAME COMMUNITY). Analyzes and recommends resource requirements as part of the planning and budgeting process. Oversees the assignment of fund codes by (COMMAND NAME) functional and subordinate commands which identify accounting data to the applicable line of appropriation and subhead level.

Analyzes and recommends, with the FISCs, updates needed for UADPS applications, Defense Finance and Accounting System Universal Fund Code File and Stock Points Local Referral Program to ensure no systemic deficiencies occur. Coordinates action with stock points, the accounting activity, (COMMAND NAME) Financial Resources Branch, functional and subordinate activities to ensure accurate implementation.

PRESENTATIONS (10%) Represents (COMMAND NAME) at training conferences and meetings. Make presentations at these conferences regarding (COMMAND NAME) and claimancy positions. Chairs (within (NAME COMMUNITY)) and participates in conferences with major command representatives regarding supply matters and the GCPC Program. Serves as a GCPC instructor for the (NAME COMMUNITY). Conduct assist visits for various supply issues/programs as wells as the GCPC Program.

OTHER DUTIES (5%) In the absence of the supervisory supply systems analyst, assumes his/her responsibilities including supervisory responsibilities over headquarters staff supply function and personnel. Performs related duties as assigned.

Factor 1 - Knowledge Required by Position

The work requires the following:

- Mastery of a wide range of qualitative and/or quantitative methods for assessment and improvement of complex logistics processes and systems.
- Comprehensive knowledge of the range of logistics policies, regulations and precedents applicable to administration of important logistics programs.
- Knowledge of agency program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments.
- Knowledge of relationships with other programs and key logistics support functions within the agency.
- Skill in designing and conducting comprehensive management studies, and preparing solutions to especially broad, important and major logistics problems.
- Skill in planning, organizing, and directing team study work and effectively conducting critical negotiations with management. As the team leader, assigns and guides the work efforts of one headquarters staff member and one contractor employee.

Factor 2 - Supervisory Control

The employee and management develop a mutually acceptable plan which includes identification of the work to be done, the scope of the project and the deadlines for completion. Within these parameters, the employee is responsible for planning and organizing the work, and conducting all phases of the project. The employee informs the supervisor of potentially controversial

findings, issues, or problems with widespread impact. Completed projects are reviewed by the supervisor for effectiveness in achieving the intended objectives.

Factor 3 - Guidelines

The employee must use initiative and resourcefulness in extending or redefining available guidelines because they are often inadequate to deal with unusual situations. The guidelines include general logistics policies and management and organizational goals which require considerable adaptation and/or interpretation. The employee develops or redesigns methods, approaches or criteria to meet the demands of the specific assignment.

Factor 4 - Complexity

The work consists of projects and studies which require interrelated issues of effectiveness, efficiency and/or productivity of substantive mission-oriented programs. Assignments require developing detailed plans, goals, and objectives for the long range implementation and administration of the program and/or developing criteria for evaluating the effectiveness of the program. Decisions about how to proceed in planning, organizing, and conducting studies are complicated by conflicting program goals and objectives. Assignments are further complicated by: the need to deal with competing organizational goals and limited resources.

Factor 5 - Scope and Effect

The purpose of the work is to analyze and evaluate major logistics aspects of substantive mission-oriented programs. Work results serve as the basis for new or significantly revised logistics systems, programs and regulations. Work products prepared are typically complete decision packages, staff studies, and recommendations which upon implementation would significantly change major logistics aspects of missions and programs, or substantially affect the quality and quantity of logistics services provided to the agency's customers.

Factor 6 - Personal Contacts

The employee meets with persons representing organizations or groups outside the employing agency, e.g., SECNAV, OPNAV, systems commands, DLA, DoD financial activities, the fleets, various audit agencies, and contractors. Also, on an ad-hoc basis, the employee has contact with the head of the employing agency or program officials several managerial levels above the employee.

Factor 7 - Purpose of Contacts

The purpose is to influence managers or other officials to accept and implement findings and recommendations on organization improvement and project or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives or resource problems.

Factor 8 - Physical Demands

Work involves walking, bending, and climbing. As a member of the command mission capabilities assessment team, may be involved in the inspection of equipment and material maintained in classrooms, warehouses, fire departments, watercraft and storage facilities. Incumbent will be required to travel extensively throughout the CONUS and Hawaii. Travel could be as high as 25% to 40% of the incumbent's duty time per month.

Factor 9 - Work Environment

The majority of work is performed in reasonably well appointed office spaces, however, substantial travel will be required as noted under physical demands above.