

# BILLET DESCRIPTION

## ITEM 1: ORGANIZATION

OS / OPHS / OCCFM / Recruitment, Marketing, and Information Systems Division (RMISD)

## ITEM2: EQUIVALENCY STATEMENT

GS-14

## ITEM 2A: BILLET SENSITIVITY

Non-Sensitive

## ITEM2B: GRADE

O-6

## ITEM3: CAREER TRACK

92-32

## ITEM4: CIVIL SERVICE SERIES

0340

## ITEM 5: FUNCTIONAL TITLE

Transformation Officer -Commissioned Corps Information Systems Policy Analyst (Non-Supervisory)

## ITEM: 6: PERTINENT PROGRAM INFORMATION

OCCFM has the responsibility to advise and support the Assistant Secretary for Health on the development of all policies and directives needed to carry out a comprehensive force management program for the Commissioned Corps of the Public Health Service. The office develops workforce and officer standards, conducts workforce planning for all components of the Commissioned Corps, evaluates workforce effectiveness, and maintains the Electronic Commissioned Corps Issuance System (eCCIS). Transformation implementation activities, a new function, will be separately administered within OCCFM, reporting to the Director.

## ITEM 7: BRIEF STATEMENT OF MOST IMPORTANT DUTIES, SUPERVISORY RESPONSIBILITIES AND WORK RELATIONSHIPS

Functions as a member of a multidisciplinary team, working closely with OCCO's Transformation Operations Officers, for accomplishing the mutual objectives for the Corps' transformation. This position is located within the Recruitment, Marketing and Information Systems Division. The incumbent serves as an analyst and advisor providing assistance to the Senior Information Systems Policy Analyst, OCCFM, in all matters relating to the development of policies, directives and programs concerning information systems in support of the transformation of the Commissioned Corps and its officers.

Major duties and responsibilities include:

1. Conducting organizational and system analyses relating to information systems in support of Commissioned Corps policy development, workforce planning, operations, and support services;
2. Planning and advising on information technology and systems to support transformation-related recruitment, personnel and Corps management functions with OCCO;
3. Advising on matters pertaining to information technology and systems that support personnel management functions of the Commissioned Corps and collaborating with the Department on information system implementation, usage, and improvement;
4. Collaborating with other elements of the Department as appropriate to coordinate information systems development and planning activities;
5. Advising the Senior Information Systems Policy Analyst and the Director, OCCFM, on matters pertaining to information technology and systems development and usage for personnel management of the Commissioned Corps, and recommending policy to support plans, goals, and objectives;
6. Preparing briefing materials and conducting information sessions on all above activities when requested by the Director, OCCFM;
7. Developing policy, guidelines, standard memoranda of agreements and scope of work statements for contracts in support of transformation activities;
8. Identifying and adapting best practices to improve efficiency and effectiveness, and for the purpose of developing systems to provide the highest quality service to the agencies and to the commissioned officer community;
9. Performing other Transformation related duties as assigned.

10. In order to further the Force Readiness goal of the Corps, the incumbent may perform professional duties at facilities contingent upon being privileged to do so and upon approval by the Director, OCCFM.

**ITEM 8: DIRECTION RECEIVED**

Incumbent reports to the Senior Policy Analyst, RMISD, and receives direction in the form of product-oriented performance goals and objectives, general instructions, and guidance. Has broad latitude in determining work processes and works independently. Performance is rated solely on accomplishments and manner of performance. Work is reviewed by the Transformation Implementation Planning Coordination Group, the special Assistant for Commissioned Corps Transformation, the Surgeon General, and the Assistant Secretary for Health.

**ITEM 9: MINIMUM QUALIFICATIONS:**

Senior officer with broad experience in the Commissioned Corps, with a demonstrated history of success in progressively more responsible positions. Incumbent must possess knowledge of the laws, regulations and policies pertaining to the Commissioned Corps. Must fully understand the intent and specifics of transformation activities and relationships to force management and operation of the Corps. Must possess familiarity with eGov mandates and demonstrated knowledge and experience of implementing enterprise information systems and process management methodologies.