

BILLET DESCRIPTION

ITEM 1: ORGANIZATION

OS / OPHS / OCCFM / Workforce Policy and Plans Division (WFPPD)

ITEM2: EQUIVALENCY STATEMENT

GS-14

ITEM 2A: BILLET SENSITIVITY

Non-Sensitive

ITEM2B: GRADE

O-6

ITEM3: CAREER TRACK

92-32

ITEM4: CIVIL SERVICE SERIES

0685

ITEM 5: FUNCTIONAL TITLE

Transformation Officer –Force Management Planning 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 total force management planning analysis and projections for all elements of active and reserve assets, and recommends policy to support transformation plans, goals, and objectives, converting policy decisions into specific instructions and directives;
2. Conducting force planning analysis and projections for all elements of reserve assets, and recommends policy to support plans, goals, and objectives;
3. Collaborating with other elements of the Department as appropriate to acquire legal opinions and services as needed;
4. Developing issuances required for the management of the Commissioned Corps and maintaining the Electronic Commissioned Corps Issuance System (eCCIS);
5. Preparing briefing materials and conducting information sessions on all above transformation activities when requested by the Director, OCCFM
6. Developing policy, guidelines, and standard memorandums of agreement relating to workforce management;
7. Performing other Transformation related duties as assigned, and
8. 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, Workforce Policy and Plans Division, and the Director, OCCFM.

ITEM 8: DIRECTION RECEIVED

Incumbent reports to the Director, WFPPD, 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.