

BILLET DESCRIPTION

ITEM 1: ORGANIZATION

OS / OPHS / OSG / OCCO

ITEM2: EQUIVALENCY STATEMENT

GS-14

ITEM 2A: BILLET SENSITIVITY

Non-Sensitive

ITEM2B: GRADE

O-6

ITEM3: CAREER TRACK

94-34

ITEM4: CIVIL SERVICE SERIES

0205

ITEM 5: FUNCTIONAL TITLE

Transformation Operations Officer – Billets (Non-Supervisory)

The Office of Commissioned Corps Operations (OCCO) provides a full range of services to agencies and to active duty and inactive reserve commissioned officers assigned throughout the Nation and to overseas areas. This system provides health professionals to meet Commissioned Corps manpower requirements of the various Public Health Service (PHS) agencies as well as a number of non-PHS government agencies. Transformation implementation operations, a new function, will be separately administered within OCCO, 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 devoted to initiating the Transformation objectives as determined by the HHS Secretary. Works closely with OCCFM and OCCO on all transformation policy development and operational matters. Collaborates with Departmental OPDIVs, STAFFDIVs and other appropriate organizations.

Major duties and responsibilities include:

1. Establishing the standard format for each billet, which includes standard classification and characterization “drop down” lists to include in the billet:
 - Developing and defining the “standard” components of the billets.
 - Developing and defining the specific components of the billets.
 - Billets will have sufficient detail to support accurate candidate referrals when vacancies occur.
2. Coordinating closely with the Agencies and Corps leadership to ensure that their needs are addressed.
3. Developing, implementing and evaluating criteria for:
 - Rating Billets.
 - Determining the tour length of billets.
4. Developing mechanisms for:
 - Validation of billets relative to duties and responsibilities.
 - Correlation with Civil Service positions for dual eligibility.
5. Developing a standard procedure for adjudication of billet determinations.
6. Designing evaluation mechanism for the billet process to assure proper implementation.
7. Performing other Transformation related duties as assigned.
8. In order to further the Force Readiness goal of the Corps, the incumbent may perform professional duties at facilities contingent upon being privileged and upon approval by the Director, OCCO.

ITEM 8: DIRECTION RECEIVED

Incumbent reports to the Director, OCCO, 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.