

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 – Position Classification (Non-Supervisory)

ITEM: 6: PERTINENT PROGRAM INFORMATION

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 developing, implementing and evaluating:

1. Detailed criteria for distinguishing positions that are preferably to be filled by Corps officers, by civilians or by either system, based on policy guidance approved by the Secretary and the Department's leadership.
2. Material for circulating the criteria for classification of positions to agency heads and other selection officials. In this regard, develops training materials for use by agency leaders and supervisors
3. Processes for the review and approval of the classification of positions, starting with vacancies that are to be filled
4. Processes for assuring that the classification of positions is used in the process for advertising positions and selection of officers / civilians to fill vacancies
5. Processes for using classification decisions in force management planning and for transformation-specific duties as assigned
6. Performing other Transformation related duties as assigned.
7. 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.