

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 – Functional Groups (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:

1. Developing definitions and criteria for functional groups using relevant resources (*e.g.*, CDC Applied Public Health Paper) and innovative/new resources (*e.g.*, OPDIV Expertise Focus Group), as appropriate.
 - Collaborating with CPO's, SGPAC, Liaisons and other Commissioned Corps entities
 - Reviewing all existing criteria to validate/modify.
2. Developing messaging and outreach system or approach to ensure communication of functional group definitions; progress toward implementation is communicated to the Corps, OPDIVs, Agencies through appropriate channels.
 - Develops messaging process.
 - Determines timeframes for messaging and communication
 - Develops routine messages.
3. Collaborating with CPOs, SGPAC, Liaisons and other offices and individuals as appropriate, to develop the functional group infrastructure within the Professional Advisory Committees and to establish new functional group advisory committees. Develops appropriate guidance for the implementation and operation of functional groups within the Corps.
 - With PACs and CPOs, develops appropriate benchmarks for the function groups
 - Working with OSG, develops charter for functional group advisory committee
 - Working with PACs and CPOs develops standard operating procedures and other guidance as necessary.
4. Developing process, working with CPOs, SGPAC, Transformation Team and other offices and individuals as appropriate, for including functional groups within
 - Corps Career Development Plan
 - Promotion Program
 - Billet System
 - Readiness and deployment matrices
 - Awards System
5. Developing appropriate assessment and evaluation tools to determine the efficiency and effectiveness of the functional groups to achieving Corps mission requirements.

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.