

# 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 – Officer Profile (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. Designing, implementing and evaluating an Officer Profile system that allows for quick identification of officers with specific training and attributes.
2. Working with CPOs, PACs and agencies, defining the content of the profile system to include the critical elements (e.g., education, professional qualification, professional experience, training, professional credentials, performance, medical/health status, etc.) necessary to meet the variety of Corps needs, including:
  - The referral of candidates to Agency vacancies and to assign applicants to vacancies.
  - The Corps' readiness and deployment needs.
  - The identification of officers for special assignments.
3. Developing profile information specific to meet force management planning, recruitment, career tracking and development, awards, deployment and other special needs.
4. Overseeing the implementation of the profile system that includes:
  - Developing the mechanisms to populate the fields from current data.
  - Communicating with officers and supervisors to assure that data is reviewed and that missing information is completed.
  - Developing a quality assurance mechanism to validate the data.
5. Overseeing, in coordination with the Commissioned Corps Information Systems Policy Analyst (OCCFM), the implementation of the Officer Profile System.
6. Coordinating with information systems staff for the development of the system and mechanisms to track officer entries to assure the most current information is on record.
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.