

# 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 Selection Systems (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 core attributes needed to match the best Corps candidate with billets requiring their knowledge, skills and abilities to facilitate the selection of Corps officers to fill vacancies in which Corps officers are eligible and/or preferred candidates:
  - Collaborate with CPO's, SGPAC, Liaisons and other Commissioned Corps entities
  - Draft proposed timelines, benchmarks, objectives and goals for the implementation of a selection system.
  - Work with QuickHire and other Departmental initiatives to ensure that appropriate attributes are cross-matched
  - Identify strengths/weakness, opportunities/threats to implementation.
  - Document all processes used in the selection of an officer to fill a given vacancy or billet requirement.
2. Collaborating with Transformation Technology Group and advising on the development of on-line, selection management tools.
3. Working with the Transformation Operations Officer-Billet Systems to ensure a seamless system for using billet information and vacancy information to provide valid candidates.
4. Developing and implementing program evaluation tools to assess effectiveness of the program.
5. Performing other Transformation related duties as assigned.
6. 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, 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.