

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 – Training 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. Establishing and defining educational objectives and instructional design for Commissioned Corps courses - e.g., Basic Officer Training Course, Advanced Officer Courses, Leadership Courses, etc., emphasizing at first the BOTC, utilizing core competencies defined by the CPOs, PACs and other appropriate sources
2. Serving as Executive Secretary to a panel of experts convened to consult on course content, instructional methods, and course design. Panel consists of representatives from the Agencies, Chief Professional Officers (CPOs), and educational experts.
3. Coordinating with the Uniformed Services University (USU) to utilize USU educational expertise in the design and delivery of PHS Commissioned Corps educational programs.
4. Coordinating with information systems staff for development of IT solutions to track course offerings, manage enrollment, and track officers' course completion and training needs via web applications to meet career development objectives.
5. Developing and implementing a comprehensive Program Evaluation, including student evaluation tools.
6. Developing, implementing and evaluating outreach and marketing to the Agencies, CPOs, and the Corps.
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.