

**POSITION DESCRIPTION** *(Please Read Instructions on the Back)*

1. Agency Position No.

2. Reason for Submission

- Redescription     New  
 Reestablishment     Other

Explanation *(Show any positions replaced)*

3. Service

- Hdqtrs     Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act

- Exempt     Nonexempt

8. Financial Statements Required

- Executive Personnel Financial Disclosure     Employment and Financial Interest

9. Subject to IA Action

- Yes     No

10. Position Status

- Competitive  
 Excepted *(Specify in Remarks)*  
 SES (Gen.)     SES (CR)

11. Position Is

- Supervisory  
 Managerial  
 Neither

12. Sensitivity

- 1--Non-Sensitive     3--Critical  
 2--Noncritical Sensitive     4--Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title)*

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment

c. Third Subdivision

a. First Subdivision

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*

20. **Supervisory Certification.** *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that*

*this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

22. Position Classification Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action

**Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities *(See Attached)*

**DOI Standard PD  
PD# DD00100**

**Classification: Program Manager, GS-0340-15**

**INTRODUCTION**

This position is located in \_\_\_\_\_ and is responsible for managing the following program/s: \_\_\_\_\_. The position serves as a program manager within a Bureau or equivalent Office, such as Office of the Solicitor (Bureau/Office), within the Department of the Interior (Department), and provides supervision and oversight of program(s) that entail the mission, functions, projects, activities, laws, rules, and regulations for which the Bureau/Office is authorized and funded by statute to administer and enforce. This position exercises delegated authority to carry out program functions and services that constitute the essential purpose for the establishment and continuation of the mission of the Bureau/Office. Programs are of such magnitude that they must be carried out through a combination of line and staff functions.

**MAJOR DUTIES**

**Supervision (minimum of 25%)**

Plans work to be accomplished by subordinates, sets and adjusts priorities, and prepares schedules for completion of work; assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees; evaluates work performance of employees; provides advice, counsel, or instruction to employees on work and administrative matters; interviews candidates for positions; hears and resolves complaints from employees; effects disciplinary measures; identifies developmental and training needs of employees, provides and/or arranges for needed development and training; finds ways to improve production and increase the quality of the work directed; and develops performance standards.

Responsible for the on-the-job safety and health of all employees supervised. Ensures that a comprehensive job hazard analysis is completed and a risk management process is implemented. Responsibilities include identifying and correcting safety and health hazards, instructing employees on safety requirements, reviewing and reporting loss incidents, implementing corrective measures for violations of the Occupational Safety and Health Act standards, directing the periodic inspection of all workplaces, managing work/rest ratio and length of assignment guidelines, developing and executing a comprehensive physical fitness training program.

**Program Management (up to 75%)**

Plans, organizes, and oversees efforts and projects that are aimed at achieving and improving the quality, effectiveness, and timeliness of program accomplishment. Serves as a senior advisor to management and executive leadership on developing and implementing strategic plans in support of achieving the program objectives. This includes developing detailed plans to improve efficient

operations; implementing plans and initiatives to achieve mission and policy objectives; and assessing program accomplishment and making course corrections when necessary.

Manages short and long-range planning activities that include multi-year work plans that are the products of subordinate organizational projects/programs. The duties of this position are complex, as they cross-cut management and quality improvement disciplines such as: implementation of program/project management; strategic planning; workforce planning; budget formulation and justification; quality improvement methods and initiatives; financial analysis; measurement and support, programmatic internal controls, analytics, and reporting tools.

Develops priorities for effective use of resources. Consults with key managers and stakeholders to ensure that all implications are identified, weighed, and considered in study and discussion of effective and efficient resource use and distribution. Obtains and/or develops models for managing various issues, identifies and resolves problems that are barriers to achieving goals. Plans and develops new processes or metrics and coordinates support activities that cross organizational lines. Formulates, interprets, and communicates long-range goals, principles, policies, and objectives for delegated services and programs. Independently applies a broad range of quality improvement knowledge and experience to include: quantitative and qualitative measurement and analysis; program and project management; business case methods and measures; and customer satisfaction assessment and measurement.

Plays a key role in the development and implementation of program policies, plans, guidelines, proposals, processes, and recommendations on issues which cross functional lines. Works with team members enacting an initial repeatable process for performing reviews and assessments, and documenting, analyzing, and reporting findings. Findings are also captured in the form of lessons-learned and managed in a data repository, or other appropriate tool, to ensure continuous improvement of the Bureau mission and program accomplishment.

Implements performance metrics to manage and monitor the operational efficiencies of the organization. Monitors program performance metric outcomes. Develops strategies for maintaining appropriate performance levels in support of Bureau management initiatives. Guides management in effectively implementing planning efforts for current and future performance requirements. Implements actions necessary to correct identified problem areas and follows through to ensure adjustments to program plans were made.

Plans, coordinates, and oversees major initiatives or projects to develop and implement new systems and/or processes that may have Bureau/Department-wide use and implications. Develops and tests new systems, models, and reporting formats for program accomplishment. Identifies areas with potential for Bureau/Department-wide application and coordinates with other Bureau offices, as appropriate, to foster common Bureau business and operational practices.

**Bureau of Indian Affairs (BIA) Program Managers:** Serves as a line officer in charge of the administration of Indian Affairs for a region or agency. Maintains the official relationship of the federal government with tribal leaders in the Government-to-Government relationship with tribes serviced by assessing tribal needs and providing advice and assistance in the development and

use of resources while maintaining and ensuring the fulfillment of trust responsibilities, and ensuring the requirements of the Indian Self-Determination and Education Assistance Act are met. Coordinates with local tribal governments and communities to initiate and implement various region or agency programs, including trust services and Alaskan Native and Indian Services. Upholds and discharges the responsibility of the Secretary of the Interior through public laws, Department policies and regulatory requirements. Carries out the Federal government's responsibility to service tribes including managing land and natural resources held in trust, and enhancement and improvement of tribal socio-economic status as defined by the federal courts, Congress and the Administration.

Performs other similar duties assigned.

## **GENERAL SCHEDULE SUPERVISORY GUIDE FACTORS**

### **Factor 1 – Program Scope and Effect (FL 1-3/550 pts)**

Directs a program segment that performs technical, administrative, protective, investigative, or professional work. The program segment and work directed typically have coverage which encompasses a major metropolitan area, a State, or a small region of several States; or, when most of an area's taxpayers or businesses are covered, coverage comparable to a small city. Activities, functions, or services accomplished directly and significantly impact a wide range of Bureau/Office activities, the work of other agencies or government organizations, or the operations of outside interests, or the general public. For positions directing administrative services, the position directly supports and affects the operations of the Bureau/Office. Programs are typically of such magnitude that they must be carried out through a combination of line and staff functions.

### **Factor 2 – Organizational Setting**

This position is accountable to an SES position. **(FL 2-3 350 pts)**

OR

This position is accountable to a position that is one reporting level below the first SES position. **(FL 2-2 250 pts)**

### **Factor 3 – Supervisory/Managerial Authority Exercised (FL 3-3/775 pts)**

Exercises significant responsibilities in dealing with officials of other organizations and in advising senior leadership. Supervises subordinate supervisors and leaders. Performs the following: 1) Plans the work to be accomplished by subordinates. Approves leave and travel; 2) Applies principles of sound position management, assigns work and responsibilities in the most efficient and effective manner, and makes decisions on work problems presented by subordinate organizations; 3) Prepares performance standards and evaluates performance of subordinates, ensures reasonable equity of standards and rating techniques of subordinate supervisors, and serves as reviewing official; 4) Gives advice, counsel, or instruction to employees on both work and administrative matters; 5) Interviews candidates for positions and makes decisions for appointment, promotion, or reassignment of subordinate nonsupervisory positions; 6) Hears and

resolves complaints from employees, including group grievances and more serious unresolved complaints; 7) Reviews, approves, and effects disciplinary measures; 8) Identifies development and training needs of employees, providing or arranging for needed development and training and approving training; and 9) Finds ways to improve or increase the quality of the work supervised and to improve the effectiveness and efficiency of the organization, including improvement of business practices.

Responsible for the on-the-job safety and health of all employees supervised. Provides leadership, allocates resources, and implements activities to accomplish the Department's multicultural organization direction and Equal Opportunity requirements, goals, policies, and objectives. Ensures all communication - written, oral, visual, signed - is non-discriminatory and is sensitive to employees and the public. Creates a work environment that respects, appreciates, and accepts the contributions and perspectives of all employees. Makes every effort to provide a work environment free from harassing conduct by acting promptly and effectively to stop harassing conduct, by holding employees accountable who have engaged in harassing conduct, and by protecting employees from retaliation who have reported harassing conduct. Follows, adheres to, and applies the Department's policy in the prevention and elimination of harassing conduct and ensures employees are aware of the such policies.

#### **Factor 4 – Personal Contacts**

**Subfactor 4A – Nature of Contacts (FL 4A-4/100 pts)** Contacts include employees, supervisors, and managers throughout the organization supervised, as well as counterparts at organizations within the Bureau/Office, executive leadership within the Bureau/Office and the Department, and key staff from the Department and other Federal agencies; key staff and representatives from external stakeholder organizations which include regional or national leaders from public action/special interest groups and professional organizations; key staff, leadership, and elected officials from municipalities, state governments, Congress, and tribal organizations; representatives of congressional committees or international resource concerns; local, regional, and national news media; contractors and the general public. Contacts may take place in meetings, conferences, briefings, speeches, presentations, or oversight hearings and may require extemporaneous response to unexpected or hostile questioning. Preparation typically includes briefing packages or similar presentation materials, requires extensive analytical input by the incumbent and subordinates, and/or involves the assistance of a support staff.

#### **Subfactor 4B – Purpose of Contacts (FL 4B-4/125 pts)**

As part of the program delegation of authority, the Program Manager is the voice for and represents the Bureau/Office for the programs overseen and is the designated official for upholding and discharging the responsibilities pertaining to the laws corresponding with the programs. Contacts are to provide leadership, supervision, and direction to employees and to justify and defend the program and projects overseen when obtaining or committing resources. Due to the often controversial or political sensitivity of the programs overseen, contacts are to influence, motivate, or persuade persons or groups to accept opinions or take actions related to advancing the fundamental goals and objectives of the program or segments directed, or involving the commitment or distribution of major resources, when intense opposition or resistance is encountered due to significant organizational or philosophical conflict, competing objectives, major resource limitations or reductions, or comparable issues.

Because of the sensitivity of the programs and projects, the incumbent encounters contacts who are sufficiently fearful, skeptical, or uncooperative which requires highly developed communication, negotiation, conflict resolution, leadership to obtain the desired results. Contacts are to provide expert

advice on strategic operational planning; to develop and coordinate major projects; to justify, defend, negotiate, or coordinate policy matters related to the assigned program(s); and to serve as an executive resource on significant or controversial management issues. The incumbent works with managers and external parties to gather information for the design and implementation of new and innovative high-level initiatives and strategies. Skill is required to influence management decision-making and overcome resistance to change. Contacts are also for the purpose of benchmarking organizational best practices.

**Factor 5 – Difficulty of Typical Work Directed (FL 5-7/930 pts)**

The minimum highest level of base work directed is at the GS-12 or equivalent. Attach base level calculation.

**Factor 6 – Other Conditions (FL 6-6/1325 pts)**

Supervision and oversight at this level requires exceptional coordination and integration of a number of very important and complex program segments; or programs of professional, scientific, technical, managerial, or administrative work comparable in difficulty to the GS-13 or higher level; or involves supervision of subordinate supervisors who each direct substantial workloads comparable to the GS-12 or higher.

Assignments and projects involved in this position are particularly significant and are applicable to a variety of Bureau/Office issues that have Bureau/Office/Department-wide implications. Projects and assignments often entail approaches that are new or unique and, as a result, require significant departure from previous approaches, requiring development of recommendations, options, or alternatives. The complexity of the work performed requires a comprehensive knowledge of program areas and functions, and a clear insight into how various management functions and programs interrelate with one another and with the Bureau/Office strategic goals and mission. Assignments routinely involve interaction with groups requiring the incumbent to settle controversial or sensitive issues and to resolve problems or difficulties associated with these issues. Assignments also require that the incumbent exercise leadership in many situations involving senior managers within the Bureau/Office/Department. Assignments require analysis of interrelated issues, complicated by the need to consider and evaluate the impact of changes in legislative and/or regulatory requirements. It also involves the creation of new and innovative approaches requiring incumbent to use a high degree of originality, judgment and resourcefulness. In performing the analysis function, incumbent must carefully consider Bureau/Office mission and strategic direction, and customer needs and expectations.

**Total Points: 4055 (low) and 4155 (high)**

**Point Range: 4055 and up**

**Final Grade Determination: GS-15**

**OTHER SIGNIFICANT FACTS**

Paramount qualification requirement of this position is management and executive knowledge and skill. The position does not require competence in a specialized subject-matter or functional area.