

## Business Management and Technical Management Professional Career Path I



SERIES NUMBERS	SERIES TITLE
0080	<u>Security Specialist</u>
0334	<u>Computer Specialist</u>
0343	<u>Management and Program Analyst</u>
0391	<u>Telecommunications Specialist</u>
(0505)	<u>Financial Manager</u>
0510	<u>Systems Accountant</u>
0560	<u>Budget Analyst</u>
0854/0855/1550	<u>Computer Engineer/Electronics Engineer/Computer Scientist</u>
0950	<u>Paralegal Specialist</u>
1102	<u>Contract Specialist</u>
1410	<u>Librarian</u>

### Broadband Level Descriptors

**MCTSSA's mission** is to sustain combat readiness of the operating forces by ensuring C4I software is properly acquired, developed, tested and supported throughout the systems lifecycle.

## **Career Path: Business Management & Technical Management Professional**

### **Level 3:**

#### **Factor 1: Problem Solving**

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

#### **Factor 2: Teamwork/Cooperation**

Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

#### **Factor 3: Customer Relations**

Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving program/project problems (e.g., determining priorities and resolving conflict among customers' requirements).

#### **Factor 4: Leadership/Supervision**

Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Defines, organizes, and assigns activities to accomplish projects/programs goals. Guides, motivates, and oversees the activities of individuals and teams with focus on projects/programs issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

#### **Factor 5: Communication**

Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

#### **Factor 6: Resource Management**

Plans and allocates resources to accomplish multiple projects/programs. Identifies and optimizes resources to accomplish multiple projects/programs goals. Effectively accomplishes multiple projects/programs goals within established guidelines.

## **SECURITY OFFICER NH-080-III**

Security Specialists at this level serve as an expert with responsibility for the development, implementation, and management of Command security programs. Serves as the technical authority over a wide variety of security programs requiring the application of new theories and developments to security problems. Applies mastery knowledge of a variety of security specialties to resolve conflicts in policy and program objectives. Develops policies, procedures, and methods for implementation and administration of the Command security program to reduce internal/external threats to the Command. Independently plans, schedules, coordinates, carries out, and monitors the effectiveness of the operation of security programs. Interprets, implements, and develops new and existing security policies and procedures for assigned specialty areas.

Analyzes and organizes work and assignment of functions to improve accomplishment of work. Prepares plans to meet long range schedules including consideration of mission changes affecting security functions. Considers changes in functions, staffing, structure, and conflicting requirements. Coordinates work operations to resolve problems or changes. Ensures adequate control systems are developed and operative so Government resources are efficiently and effectively managed. Formulates short and long range budgetary requirements based on current and projected mission requirements. Reviews actual program performance and investigates abnormal deviations. Ensures cost review of operating functions and makes changes. Reviews operating functions to identify areas requiring improvement. Considers problem areas, status of funds, personnel requirements, and operational needs and requirements. Discusses findings with the Executive Officer.

Represents the Command at meetings and briefings regarding security programs. Develops briefing materials and conducts meetings and briefings. Serves as an active team leader or member to accomplish projects when necessary. Independently works to assess customer needs and develops innovative approaches to satisfy customer needs. Develops and presents convincing oral/written presentations.

**Please select the paragraph below if the incumbent serves as a supervisor.**

\_\_\_\_ Performs the full range of administrative and technical supervisory duties. Responsible for understanding and actively supporting the Command's Affirmative Action/EEO Program; ensuring EEO principles are reflected in all aspects of personnel management. Assigns work and establishes priorities; evaluates performance of subordinates; gives advice, counsel and/or instruction to subordinates on both work and administrative matters; interviews and recommends selection of candidates for positions, promotions and reassignments, hears and resolves complaints from subordinates. Exercises full authority as a member of the pay pool management, in assessing contribution and preparing statements of duties and experience for Demonstration employees.

**COMPUTER SPECIALIST, NH-334-III**  
**COMPUTER ENGINEER, NH-854-III**  
**ELECTRONICS ENGINEER, NH-855-III**  
**COMPUTER SCIENTIST, NH-1550-III**

As Deputy Director, responsibilities include providing software systems engineering technical guidance to Division personnel performing software development, design, and maintenance support tasks required during the life cycle support phases of various Marine Corps systems.

Coordinates MCTSSA contact teams, which consist of both software engineers and operational test personnel, who visit FMF sites to install new systems and to correct the more critical problems.

Represents and is the primary spokesperson for the Division and MCTSSA at meetings and conferences. Prepares reports and presentations on complex technical issues that cover a wide range of technical software development, design, and support topics.

Performs project personnel allocation, task and milestone monitoring, management of technical support plans, and fiscal matters to include budget planning and preparation, mid-year review, fiscal account execution and control for the Division. Assists in planning, organizing and establishing Division priorities to include projections reflecting workload trends, software design, software testing, configuration management, systems design, interoperability and digital data exchange.

Prepares planning documents to develop proposals and make presentations to assure actions are accomplished and funding is provided by the responsible activity. Recommends adjustments to the planning strategies to accommodate the resultant workload increases or decreases whenever changes occur.

Acts as the Division Director in the Director's absence. As Division Director, is responsible for all the activities of each of the project offices and branches within the Division. Makes decisions concerning changes in scope or direction of projects, consolidates and forwards required reports to the Commanding Officer and provides direction to the project officers and branch heads within the Division.

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## **COMPUTER SPECIALIST NH-334-III**

Serves as a project officer with the responsibility for managing the overall financial, scheduling, testing, and performance evaluation of command, control, communications, computers, and intelligence (C4I) software subsystems. Monitors major C4I test and evaluation efforts. Systems are typically composed of numerous and diverse interdependent subsystems and units derived from the development, design, or integration of new components of the C4I architecture. Applies an expert knowledge of the assigned program area.

Creates new and innovative approaches to manage complex programs. Applies mastery knowledge of a wide range of analytical methods to assess and evaluate the effectiveness and efficiency of programs. Applies an extensive knowledge of administrative laws, policies, regulations, and precedents applicable to one or more important programs. Applies knowledge of Department of Navy/ Marine Corps program goals and objectives to evaluate programs for the Command. Leads, plans, and organizes studies/projects. Develops detailed plans, goals, and objectives for long-range implementation and program administration. Decisions are complicated due to conflicting program goals, objectives, or changes in legislation. Assignments require analysis of interrelated issues of effectiveness, efficiency, and productivity affecting major administrative programs of the Marine Corps. Identifies and develops ways to resolve problems or cope with issues that affect the accomplishment of principal program goals and objectives.

Represents the Command at meetings and briefings regarding assigned programs and projects. Develops briefing materials and conducts meetings and briefings. Serves as an active team leader or member to accomplish projects. Independently works to assess customer needs and develops innovative approaches to satisfy customers.

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## **COMPUTER SPECIALIST NH-0334-III**

Serves as an expert with responsibility for the development, implementation, and management of Configuration Management (CM) programs.

Performs assignments related to the development, analysis, modification, tracking, and implementation of DoD and agency information processing standards for use within the agency. Coordinates with operational personnel, identifies their needs and capabilities, and translates them into standard specifications.

Develops, reviews, approves, and implements software configuration management procedures, including procedures for configuration control for software development and operational systems.

Maintains configuration identification for each system, in the form of approved technical documents and media required for systems test, acceptance, operation, and maintenance. Generates executable software from source code.

Participates as the CM representative on configuration control boards. Prepare agendas, directives, and take minutes at the meetings. Review change documentation for format and content.

Performs internal configuration audits to ensure the integrity of the product baseline is maintained.

Provides formal and informal training services to personnel such as functional analysts, programmers, remote processing customers, and configuration management specialists.

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## **COMPUTER SPECIALIST NH-334-III**

Performs systems analysis, programming and equipment analysis of Marine Corps tactical systems. Analysis includes highly complex mathematical and data structure algorithms. Performs feasibility studies in order to develop or modify systems to meet user requirements. Assignments typically are characterized by significant departures from established practice.

Reviews proposals for change that consist of objectives, scope, and users' expectations. Work typically requires employee to address problems requiring significant departure from established practice.

Critically reviews test proposals and evaluation plans to determine impact on and compatibility with the systems architecture and to ensure that the plan is in accordance with current DOD regulations relating to automated information systems.

Provides high-level technical expertise to accomplish analysis of options and development of the design for advanced systems software and complex programming specifications. Projects typically involve analyses of systems with high visibility or widespread impact within the agency.

Performs in-depth analysis of automated and manual systems to accomplish design and programming assignment. Projects typically involve analyses of large, complex systems.

Prepares testing and implementation plans. Establishes test criteria and data to ensure all program modules and outputs for assigned project are tested for completeness and accuracy. Work requires independent performance of complex assignments.

Directs integration level testing of applications programs that involve hands-on testing of systems with actual equipment.

Furnishes technical advice on the software/firmware development of future tactical systems. Prepares technical reports, memoranda, briefing packages, and correspondence in accordance with DoD, Marine Corps, and MCTSSA. Formal presentations on the area of expertise are required.

Deals directly with a wide variety of computers, microcomputers and peripheral equipment. These devices must be correctly interfaced to isolate errant software, obtain a printed copy of events that led to a program fault, or confirm the correctness of a program.

Serves as an expert providing advice and assistance to other analysts, programmers, and others working with software systems to resolve complex problems relating to database and file accessing techniques, search strategies, processing and space utilization efficiencies, database security procedures, backup and program recovery techniques, and testing techniques.

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## **COMPUTER SPECIALIST NH-334-III**

Responsible for the quality and final production of all software technical specifications, systems operator's manuals, user's manuals, and Computer Resource Life Cycle Management Plans. Serves as the representative for the Business Operations Manager of MCTSSA in all areas having to do with the production of software technical specifications, systems operator's manuals user's manuals, and Computer Resource Life Cycle Management Plans. Must possess a high level of expertise in tactical systems development, maintenance, research and development. Speaks at government and civilian meetings, symposia and seminars with full authority to represent MCTSSA's concerns at all echelons within the Marine Corps and Marine Corps' interests with senior management officials of contracting agencies.

Administers government contracts for the production of documentation. Ensures the quality of all document production contracting products.

Responsible for the operation, support and implementation of MCTSSA's automated document production and control system. Responsible for formulating and executing an annual budget in excess of \$200,000.

Senior manager for agency-wide audiovisual projects and resources to include policy and future resources development and implementation for highly complex/long-term projects which typically have no established format, or have existing obstacles to traditional approaches.

Employee serves as a senior, agency-wide project manager for contracted, highly specialized/long-term audiovisual productions and policy compliance.

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## **COMPUTER SPECIALIST NH-334-III**

Serves as a technical expert performing feasibility studies which involve application of emerging computer technology to resolve unique user requirements.

Reviews proposals for change that consist of objectives, scope, and users' expectations. Assignments are broad in scope and require innovative approaches to resolve numerous major problems.

Provides high-level technical expertise to accomplish analysis of options and development of the design for advanced systems software and complex programming specifications. Projects typically involve analyses of systems with high visibility or widespread impact within the agency.

Critically reviews test proposals and evaluation plan to determine impact on and compatibility with the systems architecture and to ensure that the plan is in accordance with current DOD regulations relating to automated information systems.

Coordinates development of system documentation for complex assignments in accordance with DoD, agency, major command, and local standards.

Provides consultation and instruction to functional area users on complex database and file accessing techniques, search strategies, processing and space utilization efficiencies, database security procedures, backup and program recovery techniques, and testing techniques. Assignments require independent performance.

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## **COMPUTER SPECIALIST NH-334-III**

Serves as an Assistant Project Officer with the responsibility for coordinating project financial matters; scheduling, testing and evaluating the performance of command, control, communications, computers, and intelligence (C4I) software subsystems. Coordinates among multiple projects and consolidates requirements for project officers. Monitors C4I test and evaluation efforts across all systems within the division. Systems are typically composed of numerous and diverse interdependent subsystems and units derived from the development, design, or integration of new components of the C4I architecture. Applies an expert knowledge to all program areas.

The primary need of this position is a knowledge of information processing methodology/ technologies, computer capabilities, and processing techniques. Creates new and innovative approaches to assist in the management of complex programs. Applies mastery knowledge of a wide range of analytical methods to assess and evaluate the effectiveness and efficiency of programs. Applies an extensive knowledge of administrative laws, policies, regulations, and precedents applicable to one or more important programs. Prepares Statements of Work. Interacts with contractors, fiscal and contracting office employees. Coordinates between multiple project officers to prevent duplication of effort.

Applies knowledge of Department of Navy/Marine Corps program goals and objectives to evaluate programs for the Command. Assists in the development of detailed plans, goals and objectives for long-range implementation and program administration. Decisions are complicated due to conflicting program goals, objectives, or changes in legislation. Assignments require analysis of interrelated issues of effectiveness, efficiency and productivity affecting major administrative programs of the Marine Corps. Identifies, coordinates and consolidates ways to resolve problems or cope with issues that affect the accomplishment of all program goals and objectives. Controls and accounts for all project hardware and equipment. Hardware is primarily off-site and requires coordination and planning with contractors, program managers and others to effectively manage assets.

Participates in meetings and briefings regarding assigned programs and projects. Serves as an active team leader or member to accomplish project objectives. Resolves problems/trouble calls from different Marine Corps activities/units and tracks through resolution. Independently works to assess customer needs and develop innovative approaches to satisfy customers.

## **COMPUTER SPECIALIST NH-334-III**

Product Support Branch Head responsible for guiding, planning, directing, controlling and monitoring the operations and activities of the test, quality assurance, and configuration management of assigned tactical projects.

Manages technically complex software life cycle support tasks for tactical systems throughout acquisition and deployment. Manages conduct of computer program builds optimizing such factors as performance achievement, core and timing status, maintainability, and completeness.

Develops, documents, and maintains procedures to ensure proper management of all supported and planned systems. Ensures that procedures are in place and followed for each assigned system.

Serves as the primary test, quality assurance, and configuration management spokesperson and coordinator for the Division.

Attends/chairs configuration control boards; design, code, and test readiness reviews; and physical and functional configuration audits.

Prepares studies, oral presentations, and reports highlighting program test, quality assurance, and configuration management issues, and recommends effective courses of action.

Applies knowledge of DoD software acquisition policies and procedures and Marine Corps tactical systems to develop and implement test, quality assurance, and configuration management strategies that ensure the quality, integrity, and reliability of tactical systems.

Administers the conditions of support services contracts and evaluates the efforts and products of contracted professional services.

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## **COMPUTER SPECIALIST NH-334-III**

Serves as expert systems tester responsible for the system level testing and subsequent problem analysis of tactical systems computer software. Participates in the analysis, evaluations and decisions involved with testing, designing or maintaining computer software and documentation.

Acts as test director during the testing cycle for fielded systems and for tests and evaluations of developing systems and systems being considered for acquisition by the Marine Corps. Directs a team of testers in the performance of tactical systems testing conducted utilizing the test scripts, notes, recorded test data and the standards for the function(s) tested.

Creates or ensures the development of test plans, test descriptions, test procedures, and test scripts for the system under test. Analyzes test data and prepares various types of trouble reports, Software Change Proposals (SCPs), and test reports as a result of the testing effort.

Conducts briefings for maintenance technicians, operators and other support personnel. Monitors and reports on the proper functioning of all test bed equipment to include the current fielded systems, as well as forms of simulation support.

Reviews and evaluates system design proposals, engineering change proposals, and design specifications to ensure that testing and test support requirements are met and in accordance with current standards.

Organizes and participates in software, hardware and document deliveries to FMF units. Prepares training aids and periods of instruction for contact team visits. Provides briefings to FMF personnel regarding the delivered package.

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## **COMPUTER SPECIALIST NH-334-III**

Senior technical expert on all interoperability issues to include interface definition, message standard development, digital data links, and communication protocol selection. Represents the Marine Corps and the United States at Joint and Combined interoperability meetings and working groups at all levels and is required to present, defend and justify the Marine Corps position in all areas of interoperability.

Reviews and evaluates system design proposals, Interface Change Proposals, Data Link Change Proposals, Engineering Change Proposals, design proposals and documents to ensure that interoperability and test support requirements are met and that design specifications are in accordance with current standards. Develops Interface Change Proposals, Data Link Change Proposals, and composes evaluations to those proposals received by other services/agencies and NATO nations.

Provides technical advice to executive level managers and regularly represents MCTSSA and the Marine Corps in meetings and discussions with representatives of other Federal agencies, NATO representatives and private industry to resolve problems.

Performs a variety of analysis and design tasks, and is responsible for the interoperability of present, future and long range tactical systems. Provides technical and operational input to Technical Review Boards. Assists in the prioritization of recommended system changes.

Coordinates the efforts of Project members, advising them on technical matters, and providing training and guidance to less experienced personnel. Direction includes providing guidance for system implementation plans, assuring that those procedures take into account the interoperability requirements of the systems software.

Participates in software, hardware and document review prior to deliveries to FMF units.

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## **COMPUTER SPECIALIST NH-334-III**

Performs computer/software quality evaluation tasks involving systems analysis, programming, testing, and technical documentation. Assists in the planning and conduct of research and development tasks in support of tactical systems.

Maintains a Quality Assurance program to ensure proper management of all supported and planned systems. Includes product evaluation, process monitoring, metrics definition, data collection and analysis, corrective action processes, and process improvement.

Applies internal procedures to analyze and evaluate software specifications, documents, and software source code against appropriate standards. Verify completeness, accuracy, maintainability, traceability, understandability, readability, and reliability of the documents and source code.

Evaluates the feasibility and impact of proposed requirements changes to software/firmware documented in Engineering Change Proposals (ECPs), design changes to software/firmware documented in Problem/Change Reports (PCRs), and problems documented in Quality Deficiency Reports (QDRs) from a software/firmware perspective.

Verifies that testing, analysis, and the extensive use of real data has been done so newly modified computer programs will function according to approved specifications before being declared operational.

Analyzes contract requirements. Ensures applicable tailoring of contract deliverables meets MCTSSA maintainability objectives. Evaluates contractor performance to ensure adherence to standards and policies specified in the contract through all phases of the acquisition process.

Monitors and performs internal configuration audits to ensure the integrity of the product baseline is maintained. Leads and/or participates as a member of audit teams that perform formal audits of contractor products.

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## **COMPUTER SPECIALIST NH-0334-III**

Serves as the primary Training and Defense Acquisition Workforce Improvement Act (DAWIA) Coordinator for MCTSSA. Responsible for coordinating, managing, and conducting the Command's technical, professional and military training program for software engineers, computer scientists, and other professional and technical personnel involved in all aspects of life cycle support for Marine Corps command, control, communications, computer and intelligence (C4I) systems.

Sponsors, coordinates and schedules all Command-wide technical training activities. Identifies sources of training and reviews, evaluates, and recommends courses from external sources. Assures that technical training programs are consistent with individual development plans and mission requirements in a rapidly changing technological environment. Determines equipment, manpower, facilities and other resource requirements to support various training functions.

Establishes and maintains a tracking system of training requests submitted. Reviews, processes, and prioritizes nominations ensuring nominees meet eligibility criteria and Activity priority criteria. Maintains military and civilian data base/training records and forwards civilian training documentation to the Human Resources Office for employee's official training record.

Establishes and maintains the MCTSSA technical and professional training budget, and provides an annual assessment of the training accomplished to the Commanding Officer, MCTSSA.

Represents MCTSSA in developing cooperative relationships with other Federal agencies, educational institutes, or private industry to support the Command's training objectives. Integrates workforce training with Workforce Development and Activity Software Process Improvement Plans.

## **MANAGEMENT & PROGRAM ANALYST NH-0343-III**

Analysts at this level serve as experts to management. Analyzes and evaluates major administrative aspects of substantive mission-oriented programs. Applies mastery knowledge of a wide range of analytical methods to assess and evaluate the effectiveness and efficiency of programs. Applies an extensive knowledge of administrative laws, policies, regulations, and precedents applicable to one or more important programs. Applies knowledge of Department of Navy/Marine Corps program goals and objectives to evaluate programs for the Command/Division. Leads, plans, and organizes studies/projects. Develops detailed plans, goals, and objectives for long-range implementation and program administration. Decisions are complicated due to conflicting program goals, objectives, or changes in legislation. Assignments require analysis of interrelated issues of effectiveness, efficiency, and productivity affecting major administrative programs of the Marine Corps. Identifies and develops ways to resolve problems or cope with issues that affect the accomplishment of principal program goals and objectives.

Serves as an expert analyst, project leader, and/or advisor for the Command/Division regarding assigned projects and programs. Establishes schedules for planning, coordination, and accomplishment of work to facilitate the acquisition and/or work process. Initiates action to insure that cost and schedule procedures and policies are current and implemented.

Manages special projects to improve administrative and business processes.

Serves as an expert planner, project leader, analyst, and/or advisor to the Division Director/Deputy Director/Project Officer regarding program cost analysis, annual/multi-year and long-range fiscal/program planning, and/or commercial issues of key command/agency programs. Reprograms funds within established funding limitations to provide for newly assigned missions or restructured programs, anticipating future problems or issues that may develop.

Leads information management studies and advises organizations with functions that are complex and extensively interrelated. Develops new administrative methods and approaches and evaluation criteria that serve as a precedent for others.

Develops detailed plans and directs or conducts comprehensive management studies dealing with work measurement, methods and procedures, engineered/non-engineered time standards, and/or benchmarking, to identify problems and propose solutions to improve production efficiency. Boundaries of the studies are extremely broad and difficult to determine in advance.

Designs and conducts complicated management surveys, reviews, and research projects and provides advisory services on issues of such intensity and breadth that they often require input and assistance from other analysts and subject-matter specialists throughout the Activity. The purpose of the work is to measure and evaluate program accomplishments, effectiveness, and/or compliance with Activity rules and regulations.

Serves as a consultant/advisor to management regarding organizational design, position management, classification, and civilian manpower matters with independent responsibility for resolving controversial and complex issues. Host cases require extensive analysis in which the nature and scope of the issues are complex, requiring careful study in search of solutions to problems in consideration of the total personnel management needs of complex organizations. Provides authoritative solutions to complex personnel issues and problems. Develops alternative courses of action to accommodate management needs and considerations. Oversees and conducts position management studies and design for complex or new organizations with diverse professional, technical, and administrative positions.

Represents the Command/Division at meetings and briefings regarding assigned programs and projects. Also prepares material and conducts meetings and briefings.

Develops a variety of correspondences (e.g., command orders/directives, standing operating procedures, reports, briefings, staff/talking papers, etc.).

Serves as a senior analyst providing a wide variety of budget functions involving the formulation, justification, and/or execution of budgets that support overall operations or major substantive programs or projects at the command/division levels. Provides financial advisory services for a major segment of the command budget for one or more funds.

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## **TELECOMMUNICATIONS SPECIALIST NH-0391-III**

Telecommunications Specialists at this level are experts in a major area of telecommunications specialization or demonstrate mastery knowledge of general telecommunications policy, technology, and programs that pertain to telecommunication systems and associated electronic equipment and their interrelationship to communications-electronics architecture. Employees at this level serve as expert consultants in telecommunications policy for a broad area of communication requirements, in an area of specialization, or as project coordinators/leaders in carrying out complex projects. The supervisor provides administrative direction with assignments in terms of broadly defined objectives. Work is reviewed for conformance with established objectives and goals.

The incumbent independently applies comprehensive knowledge of communications policy requirements to functions, as a technical authority in assignments requiring the application of new theories, concepts, and developments to communications problems not susceptible to treatment by accepted methods, technology, or procedures. Employees at this level use their own knowledge of other telecommunications specialties to make decisions or recommendations to significantly change, interpret, or develop policies or programs.

Employees perform assignments involving various projects requiring the many different and unrelated processes, differing regulatory criteria and procedures, and significant departure from established practices or conflicting requirements. Employees reach decisions and plan actions to develop and implement new methods and techniques that satisfy policy and operational requirements. The number and nature of existing security controls, regulatory guidance, overlapping requirements complicate decisions, or organizational environmental or similar considerations that have an impact on the ability to apply established standards. Technical difficulty is exceptional, such as developing new communications techniques, establishing criteria, or developing new information and approaches to solving problems.

Oversees implementation of new system hardware and software and develops operating procedures. Monitors the ongoing operation of a complex network environment with a large number of users in an installation or command and ensures corrective action to restore operational service is accomplished.

Performs command or agency level investigations and evaluations of especially difficult and unresolved problems involving highly complex telecommunications equipment or software.

Serves as a technical expert performing feasibility studies that involve application of emerging computer technology to resolve unique user telecommunication requirements.

Reviews proposals for change which consist of broadly defined objectives, scope, and users' expectations. Assignments are broad in scope and require innovative approaches to resolve numerous major telecommunication problems.

Provides high-level technical expertise to accomplish analysis of options and development of the design for advanced systems telecommunications software and complex programming specifications. Projects typically involve analyses of systems with high visibility or widespread impact within the agency.

Coordinates development of system documentation for complex telecommunications assignments in accordance with DoD, agency, major command, and local standards.

**Please select the paragraph below if the incumbent serves as a supervisor.**

\_\_\_\_\_ Performs the full range of administrative and technical supervisory duties. Responsible for understanding and actively supporting the Command's Affirmative Action/EEO Program; ensuring EEO principles are reflected in all aspects of personnel management. Assigns work and establishes priorities; evaluates performance of subordinates; gives advice, counsel and/or instruction to subordinates on both work and administrative matters; interviews and recommends selection of candidates for positions, promotions and reassignments, hears, and resolves complaints from subordinates. Exercises full authority as a member of the pay pool management, in assessing contribution and preparing statements of duties and experiences for Demonstration employees.

## **FINANCIAL MANAGER NH-0505-III**

Financial Managers at this level provide the Division Director or Headquarters Section Head with financial management advice and reports to make program decisions and monitor progress and assess the accomplishments of programs under their cognizance. They provide subject matter expertise on all financial matters.

The employee assists management with the financial review and assessments of programs. Work assignments are of such scope and complexity as to have impact across the Command by such factors as extraordinary urgency, priority or constraints that create a need for critical judgement to satisfy the overall financial requirements.

Assignments typically have little or no precedent, requiring the employee to develop new interpretations and procedures that extend existing procedures and may result in precedents for others to follow. These new methods and/or procedures are often controversial and may require the employee to technically defend and support their ideas and proposals within the organization or the Command. This level of work requires mastery knowledge of the Planning, Programming, and Budgeting System for acquisition programs.

Provides direction and guidance to civilian and military personnel and/or subordinates. The employee serves as a focal point for all financial requirements and coordination of all financial actions. The incumbent serves as an expert to the Division Director or Headquarters Section Head responsible for accounting, budgeting, managerial-financial reporting, and financial management advice. The incumbent provides guidance and direction to Project Officers regarding all financial matters. This level of performance and expertise is recognized by management and peers as having significant impact on financial aspects of the programs.

**Please select the paragraph below if the incumbent serves as a supervisor.**

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## **SYSTEMS ACCOUNTANT NH-510-III**

Serves as the command technical expert in financial management systems design and analysis. Responsibilities include identifying system requirements; defining the nature and scope of activities and functions to be covered by the system; working with a team of computer programmers and software specialists to design and develop the system; testing beta versions; and implementing and integrating new systems or releases with existing systems.

Responsible for systems support, maintenance and training. Specifically, this includes activities such as maintaining access and user profiles; ensuring proper systems security; auditing systems; developing and publishing user manuals and training materials; conducting individual and group training; responding to trouble calls; and coordinating problem reports.

Provides analysis and advice on accounting programs, financial systems, and business operations. Examples include developing agency accounting policies; advising on the accuracy of financial disclosure documents and the financial condition of MCTSSA; advising on the effects of newly promulgated laws, requirements or statements of central oversight agencies such as the Office of Management and Budget, or the General Accounting Office; briefing higher management; and serving as a liaison to external auditors.

## **SYSTEMS ACCOUNTANT NH-510-III**

Fulfills any accounting and financial functions not otherwise provided by the Defense Finance and Accounting Service, Kansas City (DFAS-KC). These responsibilities include: 1) administering MCTSSA's accounting program; 2) overseeing day-to-day operations; 3) coordinating accounting and financial matters with personnel supporting the command's accounting operations; 4) assessing the impact of new policies, procedures and systems on MCTSSA's financial operations; 5) developing and issuing supplemental procedures, operating instructions, and working guidelines for local use, as required; 6) devising and implementing process improvements and internal controls; 7) performing special studies as necessary, to effect changes and/or improvements to financial program execution processes and accomplishment of management goals and objectives; 8) reviewing and certifying invoices for payment; and 9) administering MCTSSA's Government Travel Charge Card Program.

Serves as the command technical expert in the areas of accounting and financial systems. Advises the Comptroller and Division program management personnel on all accounting and financial systems related matters affecting the financial position of the Command.

Provides timely and accurate financial reporting. Examines, analyzes, and interprets accounting reports, statements, data and records. Monitors for unfavorable trends or deviations. Develops and implements necessary corrective action. Interprets and responds to external reporting requirements imposed by higher authority or audit agencies (DFAS-KC, HQMC, GAO, Naval Audit Service).

**Please select the paragraph below if the incumbent serves as a supervisor.**

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## **BUDGET ANALYST NH-0560-III**

Budget Analysts at this level serve as an expert providing a wide variety of various budget functions involving the formulation, justification, and/or execution of budgets that support overall operations or major substantive programs or projects at the command/directorate/program management levels. This level requires expert knowledge of all phases of the Federal budget process and expert knowledge of the congressional budget process and strategies of budget presentation.

As a senior analyst/expert, provides financial advisory services for a major segment of the command budget or for the total budget of one or more funds (i.e., O&M, RDT&E, PMC, MC, etc). Responsible for executing a segment of the Marine Corps budget or formulating and justifying a major segment of the command budget for one or more funds (i.e., O&M, RDT&E, PMC, FMS, MC, etc.).

Serves as a focal point for the resolution of difficult and complex resource management funding problems and those broad reaching matters that impacts programs and projects. Develops long-range budget concepts and procedures, funding policies, and appropriate cost factors to be used in various financial considerations. Interprets, analyzes, and evaluates Department of Defense, Department of Navy, and Marine Corps budget policies and procedures and determines the impact on assigned programs/projects.

Applies advanced analysis techniques to program data expressed in financial terms which includes detailed review of budget requirements for specific appropriation as well as coordination and control of the estimates and funding for the appropriation, consolidating estimates for incorporation in the overall command estimates. Advises on alternatives/corrective reprogramming actions to prevent loss of funds (e.g., proposes priority of funding when available amounts are inadequate to meet competing requirements). Represents the command at high level conferences or meetings on budgetary matters pertaining to assigned programs and projects. Develops and presents oral and written presentations. Actively participates as a team member or leader when necessary to accomplish assigned projects.

**Please select the paragraph below if the incumbent serves as a supervisor.**

\_\_\_\_ Performs the full range of administrative and technical supervisory duties. Responsible for understanding and actively supporting the Command Affirmative Action/EEO Program; ensuring EEO principles are reflected in all aspects of personnel management. Assigns work and establishes priorities; evaluates performance of subordinates; give advice, counsel and/or instruction to subordinates on both work and administrative matters; interviews and recommends selection of candidates for positions, promotions and reassignments, hears, and resolves complaints from subordinates. Exercises full authority as a member of the pay pool management, in assessing contribution and preparing statements of duties and experiences for Demonstration employees.

**COMPUTER ENGINEER, NH-0854-III**  
**ELECTRONICS ENGINEER, NH-0855-III**  
**COMPUTER SCIENTIST, NH-1550-III**

As Deputy Director, responsibilities include providing software systems engineering technical guidance to Division personnel performing software development, design, and maintenance support tasks required during the life cycle support phases of various Marine Corps systems.

Coordinates MCTSSA contact teams, which consist of both software engineers and operational test personnel, who visit FMF sites to install new systems and to correct the more critical problems.

Represents and is the primary spokesperson for the Division and MCTSSA at meetings and conferences. Prepares reports and presentations on complex technical issues that cover a wide range of technical software development, design, and support topics.

Performs project personnel allocation, task and milestone monitoring, management of technical support plans, and fiscal matters to include budget planning and preparation, mid-year review, fiscal account execution and control for the Division. Assists in planning, organizing and establishing Division priorities to include projections reflecting workload trends, software design, software testing, configuration management, systems design, interoperability and digital data exchange.

Prepares planning documents to develop proposals and make presentations to assure actions are accomplished and funding is provided by the responsible activity. Recommends adjustments to the planning strategies to accommodate the resultant workload increases or decreases whenever changes occur.

Acts as the Division Director in the Director's absence. As Division Director, is responsible for all the activities of each of the project offices and branches within the Division. Makes decisions concerning changes in scope or direction of projects, consolidates and forwards required reports to the Commanding Officer and provides direction to the project officers and branch heads within the Division.

**Please select the paragraph below if the incumbent serves as a supervisor.**

\_\_\_\_ Performs the full range of administrative and technical supervisory duties. Responsible for understanding and actively supporting the Command's Affirmative Action/EEO Program; ensuring EEO principles are reflected in all aspects of personnel management. Assigns work and establishes priorities; evaluates performance of subordinates; gives advice, counsel and/or instruction to subordinates on both work and administrative matters; interviews and recommends selection of candidates for positions, promotions and reassignments, hears and resolves complaints from subordinates. Exercises full authority as a member of the pay pool management, in assessing contribution and preparing statements of duties and experience for Demonstration employees.

**COMPUTER ENGINEER, NH-854-III**  
**ELECTRONICS ENGINEER, NH-855-III**  
**COMPUTER SCIENTIST, NH-1550-III**

May serve as a project engineer or engineering manager for a team involved in performing design, development, test, evaluation, integration and in-service engineering for complex command, control, communications, computers, and intelligence (C4I) software subsystems. Devises methods and procedures that become established precedents for the activity. Applies an extensive knowledge of the field of electronics engineering, computer engineering and computer science as well as an expert knowledge of the assigned subject matter or functional area. Is recognized as an expert within the organization on the application of software or systems engineering principles, practices, and techniques to difficult and unprecedented design problems involving assigned C4I systems

Responsible for the design, development, testing, acquisition management, and the use of methods and techniques required to plan, manage, and report on tests and evaluations of newly developed military C4I software subsystems. Work involves planning significant modifications to assigned systems, or devising new techniques to improve service and increase capacity. Applies an extensive professional knowledge of software and electronics engineering concepts, principles, and techniques that include progressively difficult substantive experience in testing and evaluating newly developed electronics systems. Work involves the application of new or untried methods.

Applies an extensive knowledge of software engineering and project management principles, practices, and techniques in the resolution of complex problems arising in software projects  
May serve as a lead, senior, or principal engineer for a C4I software project that involves design, development, test, evaluation, integration and in-service engineering for software subsystems. Devises methods and procedures that become established precedents for the activity. Performs the design and in-service engineering for the latest, state-of-the-art C4I software subsystems, or applications intended for integration into the Marine Corps C4I architecture. Is recognized as an expert within the organization on the application of software or systems engineering principles, practices, and techniques to difficult and unprecedented design problems involving assigned C4I systems. Work involves the application of new or untried methods.

Applies a thorough knowledge of mathematical applications, higher order computer languages, computer hardware and software capabilities, and an extensive knowledge of software engineering principles, practices, and techniques.

**Please select the paragraph below if the incumbent serves as a supervisor.**

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complaints from subordinates. Exercises full authority as a member of the pay pool management, in assessing contribution and preparing statements of duties and experience for Demonstration employees.

**COMPUTER ENGINEER, NH-854-III**  
**ELECTRONICS ENGINEER, NH-855-III**  
**COMPUTER SCIENTIST, NH-1550-III**

Serves as Deputy to the Business Operations Manager and a Process Engineer performing the following managerial and technical duties:

Assists the Business Operations Manager in the daily managerial operations of the office.

Manages the improvement of one or more acquisition, engineering and/or business critical processes and/or key process areas. Plans, organizes, and directs or coordinates command-wide process improvement initiatives. Establishes priorities for project activities, reflecting workload trends and Command requirements. Translates defined workload into efficient and effective personnel, funding, material, facility, and contractor support resource requirements. Establishes and tracks budgetary expenditure accounts to meet the requirements. Implements and executes approved performance schedules for project operations. Conducts project reviews, anticipates problems and develops innovative solutions to resolve more difficult and challenging situations. Recommends adjustments to the planning and agreement memoranda to accommodate workload, fiscal, and requirement changes.

Identifies Department of Defense/Department of the Navy requirements and trends in the processes applied to the acquisition and engineering of Command, Control, Communications, Computers and Intelligence (C4I) systems. Translates the requirements and trends into improved software acquisition and engineering practices.

Improves command-wide business processes by applying best commercial practices and DoD/DON modern business management initiatives.

**Please select the paragraph below if the incumbent serves as a supervisor.**

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**COMPUTER ENGINEER, NH-854-III**  
**ELECTRONICS ENGINEER, NH-855-III**  
**COMPUTER SCIENTIST, NH-1550-III**

Serves as a project officer with the responsibility for managing the overall financial, scheduling, testing, and performance evaluation of command, control, communications, computers, and intelligence (C4I) software subsystems. Monitors major C4I test and evaluation efforts. Systems are typically composed of numerous and diverse interdependent subsystems and units derived from the development, design, or integration of new components of the C4I architecture. Applies an extensive and authoritative knowledge of the field of engineering, computer science as well as expert knowledge of the assigned program area.

Creates new and innovative approaches to manage complex programs. Applies mastery knowledge of a wide range of analytical methods to assess and evaluate the effectiveness and efficiency of programs. Applies an extensive knowledge of administrative laws, policies, regulations, and precedents applicable to one or more important programs. Applies knowledge of Department of Navy/ Marine Corps program goals and objectives to evaluate programs for the Command. Leads, plans, and organizes studies/projects. Develops detailed plans, goals, and objectives for long-range implementation and program administration. Decisions are complicated due to conflicting program goals, objectives, or changes in legislation. Assignments require analysis of interrelated issues of effectiveness, efficiency, and productivity affecting major administrative programs of the Marine Corps. Identifies and develops ways to resolve problems or cope with issues that affect the accomplishment of principal program goals and objectives.

Represents the Command at meetings and briefings regarding assigned programs and projects. Develops briefing materials and conducts meetings and briefings. Serves as an active team leader or member to accomplish projects. Independently works to assess customer needs and develops innovative approaches to satisfy customers.

**Please select the paragraph below if the incumbent serves as a supervisor.**

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**COMPUTER SCIENTIST NH-1550-III**  
**COMPUTER ENGINEER NH-854-III**  
**ELECTRONICS ENGINEER NH-855-III**

Performs computer/software quality evaluation tasks involving systems analysis, systems and software engineering, programming, testing, and technical documentation. Assists in the planning and conduct of research and development tasks in support of tactical systems.

Maintains a Quality Assurance program to ensure proper management of all supported and planned systems. Includes product evaluation, process monitoring, metrics definition, data collection and analysis, corrective action processes, and process improvement.

Applies internal procedures to analyze and evaluate software specifications, documents, and software source code against appropriate standards. Verify completeness, accuracy, maintainability, traceability, understandability, readability, and reliability of the documents and source code.

Evaluates the feasibility and impact of proposed requirements changes to software/firmware documented in Engineering Change Proposals (ECPs), design changes to software/firmware documented in Problem/Change Reports (PCRs), and problems documented in Quality Deficiency Reports (QDRs) from a software/firmware perspective.

Verifies that testing, analysis, and the extensive use of real data has been done so newly modified computer programs will function according to approved specifications before being declared operational.

Analyzes contract requirements. Ensures applicable tailoring of contract deliverables meets MCTSSA maintainability objectives. Evaluates contractor performance to ensure adherence to standards and policies specified in the contract through all phases of the acquisition process.

Monitors and performs internal configuration audits to ensure the integrity of the product baseline is maintained. Leads and/or participates as a member of audit teams that perform formal audits of contractor products.

**Please select the paragraph below if the incumbent serves as a supervisor.**

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**COMPUTER ENGINEER, NH-854-III**  
**ELECTRONICS ENGINEER, NH-855-III**  
**COMPUTER SCIENTIST, NH-1550-III**

Product Support Branch Head responsible for the overall management of all the functions of software engineering, quality assurance, configuration management, data management, system level testing, test analysis, interoperability, and computer systems support of tactical embedded computer systems.

Manages technically complex software life cycle support tasks for tactical systems throughout acquisition and deployment. Manages conduct of computer program builds optimizing such factors as performance achievement, core and timing status, maintainability, and completeness.

Develops, documents, and maintains procedures to ensure proper management of all supported and planned systems. Ensures that procedures are in place and followed for each assigned system.

Serves as the primary test, quality assurance, and configuration management spokesperson and coordinator for the Division.

Attends/chairs configuration control boards; design, code, and test readiness reviews; and physical and functional configuration audits.

Prepares studies, oral presentations, and reports highlighting program test, quality assurance, and configuration management issues, and recommends effective courses of action.

Applies knowledge of DoD software acquisition policies and procedures and Marine Corps tactical systems to develop and implement test, quality assurance, and configuration management strategies that ensure the quality, integrity, and reliability of tactical systems.

Administers the conditions of support services contracts and evaluates the efforts and products of contracted professional services.

**Please select the paragraph below if the incumbent serves as a supervisor.**

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## **COMPUTER SCIENTIST NH-1550-III**

Researches and develops new methods and techniques to use the capabilities of digital computer systems to meet the requirements of LAN/WANs. Analyzes, revises or creates new operating procedures for LAN/WAN components used to provide access in an international network. Recommends network modifications to increase operational efficiency.

Performs system planning for a nationwide limited international network, providing access of MCTSSA LAN users to one or more Marine Corps and DOD WANs. Using requirements, operational concepts and traffic data, determines appropriate transmission media and method of switching. Plans the number and location of switching stations, type of equipment to be used, and the number, quality, and routing of trunk circuits and access lines.

Conducts systems analysis studies concerning LAN/WAN software, firmware, and hardware procurement in order to determine the feasibility and advisability of proposed enhancements and modifications. Develops reporting requirements and procedures and data analysis techniques that will allow for use planning/data planning, and evaluation of operational efficiency.

Analyzes, designs, develops, and tests existing and new design changes to operational components used in LAN/WANs. Analyzes and corrects operating problems by developing diagnostic tests and procedures to assist in the identification of malfunction causes.

Evaluates the feasibility and impact of proposed network modifications. Through the acquired knowledge in the assigned area, the incumbent must be able to quickly focus on proposed changes, conduct a thorough analysis, and provide recommendations for the disposition of the proposed modification.

Participates in the integration level testing of operations software and hardware that involves hands-on testing of LAN/WANs. The incumbent verifies through testing, analysis, and the extensive use of real data, that the newly modified computer programs will function according to specifications before being declared operational.

Reviews and evaluates software and hardware developed and delivered under contractual requirements by prime contractors. Reviews are conducted to ensure sound design, compliance with contract requirements and standards, and maintainability.

Prepares technical reports, memoranda, and correspondence regarding the activities described above to include presentation of informal written and verbal progress reports. Occasional formal presentations on the areas of expertise are required.

**Please select the paragraph below if the incumbent serves as a supervisor.**

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establishes priorities; evaluates performance of subordinates; gives advice, counsel and/or instruction to subordinates on both work and administrative matters; interviews and recommends selection of candidates for positions, promotions and reassignments, hears and resolves complaints from subordinates. Exercises full authority as a member of the pay pool management, in assessing contribution and preparing statements of duties and experience for Demonstration employees.

## **PARALEGAL SPECIALIST NH-950-III**

Performs a variety of complex paralegal duties for the Office of Counsel, Marine Corps Tactical Systems Support Activity. Duties include the full range of legal matters involving civilian personnel, environmental, business, commercial law, Freedom of Information Act, Privacy Act and Standards of Conduct. Conducts legal research and interviews. Assists in case preparation for litigation and analyzes facts and legal questions. Typically performs the following:

Researches and analyzes information for an attorney on subjects unique to an Office of Counsel. Searches for and extracts legal references directly from manuals, statutes, directives, and legal publications. Incumbent determines which statutes, regulations, policies, and procedures to review for applicable precedents and policy. Organizes and prepares research material, determines pertinent facts, makes interpretations and prepares initial summary recommendations.

Prepares litigation reports in connection with the agency's cases containing a summarization of the factual situation, the basis of the complaint, protest, dispute, or claim, etc., the legal issues presented, the relevant statutes, regulations and case law. Recommends and justifies the agency position with regard to the litigation. Collects additional facts from witnesses. Prepares various affidavits and declarations. Obtains answers to interrogatories and matters relative to discovery as well as proposing matters for the agency's discovery.

Continues to work with agency attorney(s) during litigation, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents and files.

Drafts and edits non-legal memoranda, research reports, and correspondence. ensures proper processing of completed actions and that case files are administratively correct and in accordance with current directives. Oversees office procedures and functions, and manages the files in accordance with Naval regulations.

Develops user guides and handouts as well as preparing and presenting training on law office management and the utilization of technology in law offices. Coordinates planning for legal conferences.

Serves as webmaster for the development and maintenance of the legal research and law office management internet web-site for the office of counsel for the Commandant of the Marine Corps at HQMC.

## **CONTRACT SPECIALIST NH-1102-III**

This level serves as an expert to management. The incumbent analyzes and evaluates major contractual/procurement aspects of substantive mission-oriented programs. The supervisor assigns work in terms of overall procurement programs to be accomplished. The employee, in consultation with the supervisor, establishes and executes a work schedule, insuring that the necessary planning, coordination, approvals, negotiation, and other requirements are completed in a timely manner. Completed work is reviewed for compliance with legal and regulatory requirements. The work requires mastery knowledge of contracting methods and contract types to plan and carry out long-term preaward and/or postaward procurement actions; or mastery of the procurement functional area sufficient to apply experimental theories and new developments to problems not susceptible to treatment by accepted methods, to extend existing contracting techniques; or mastery of procurement principles and technical or program requirements to plan and manage or make decisions or recommendations that significantly affect the content, interpretation, or development of complex, long-range, or interrelated Department of Navy and/or Marine Corps policies or programs. The incumbent should also be familiar with business strategy and program or technical requirements. The work requires mastery knowledge of the following specific duties for this position:

Responsible for preaward and postaward functions.

Performs procurement planning.

Develops procurement objectives in terms of competition and price range.

Prepares and maintains current acquisition plans, appropriate milestone charts, and related schedules.

Advises program managers or procurement objectives to be used and assists in the development of statements of work.

Performs detailed analyses of all elements of cost in contractor proposals.

Serves as a lead negotiator.

Terminates contracts for the convenience of the Government of default by the contractor for highly complex systems.

Initiates, develops, and recommends contracting policies and procedures.

### **Please select the paragraph below if the incumbent serves as a supervisor.**

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**LIBRARIAN  
NH-1410-III**

Provides expert research and reference services for the library.

Serves as the expert library automation, information systems, and networking specialist to support the organizational mission. Supports a broad and varied range of clientele and applies a high degree of initiative and resourcefulness in planning and executing automation projects of considerable magnitude.

Serves as the functional expert for library acquisitions in the command.

Serves as the authority for establishing cataloging and indexing policies and for developing and modifying classification schemes for the library or library system.

Directs a library program in a highly complex environment to provide responsive information services to the organization and customers.

Serves as the authority responsible for collection development and management for a library or library system with a highly complex collection of materials and subject matter. Assignments include planning and developing policies for the selection, maintenance, and replacement of all types of print and non-print media to meet the organizational, educational, or personal needs of the customers.

Serves as the authority managing all aspects of a complex special collection within a library.

Serves as the functional expert for preservation and conservation in a library or library system with a highly complex collection and a wide variety of materials.