

**Business Management and Technical Management Professional
Career Path I**



SERIES NUMBERS	SERIES TITLE
0334	<u>Computer Specialist</u>
0505	<u>Financial Manager</u>
0801	<u>General Engineer</u>
0854/0855/1550	<u>Computer Engineer/Electronics Engineer/Computer Scientist</u>
0905	<u>Attorney-Advisor</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 4:

Factor 1: Problem Solving

Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs). Identifies and resolves highly complex problems that cross-organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor 2: Teamwork/Cooperation

Leads/guides/mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor 3: Customer Relations

Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting programs/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor 4: Leadership/Supervision

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor 5: Communication

Determines and communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor 6: Resource Management

Develops, acquires, and allocates resources to accomplish mission goals and strategic objectives. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all resources across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

COMPUTER SPECIALIST NH-0334-IV

At this level, the employee has managerial and decision authority for programs that have broad impact within the Department of Defense/Department of Navy/Marine Corps. Decisions involve policy that impacts the Command's ability to complete the assigned mission. Plans made by the incumbent affect the organization's long range goals, objectives, and direction, and require an analytical approach in order to forecast future trends and outcomes. The employee is responsible for guiding the work through subordinates or other personnel by means of periodic reviews, briefings, reports, or observations. The employee coordinates and integrates the work of other units, each of which may involve distinct areas of responsibility and require different skills, knowledge, and abilities to perform the work.

The employee is responsible for managing the work necessary to plan, design, develop, document, and maintain systems for solving problems or accomplishing work processes by using computers. The employee helps to identify where corrective action is needed and provides assistance and advice to personnel where problems exist or are developing. The manager works closely with others outside the Command to further Marine Corps programs. The incumbent is the primary contact with the sponsors of various programs under their management responsibility and provides information and advice to higher level managers when the work of the unit impacts other groups. The incumbent develops, plans, implements, reviews, and directs assigned program that involve work in areas of considerable engineering difficulty and complexity. Government/industry teams in close coordination with the Marine Corps execute these multiple mission focused acquisition programs. The final goal is to successfully incorporate the latest technology in acquisition programs and ultimately the fielding of new and enhanced capability. Maintains knowledge and familiarity of acquisition advanced development programs with activities of other agencies to prevent duplication of effort, and to utilize development of other agencies that can be effectively and economically applied to the requirements of Command programs. At this level advanced knowledge of programs is required to develop new policies and guidelines for unexplored areas. Knowledge of information processing technology, computer capabilities, and processing techniques is required.

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 selections 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.

GENERAL ENGINEER NH-801-IV

Utilizing knowledge of three or more professional engineering disciplines, the employee serves as Command technical consultant for business activities at MCTSSA.

The employee has a mastery of advanced concepts, principles and practices of engineering and computer science that relates to the command, control, communications, computers and intelligence (C4I) systems used by the Fleet Marine Forces. The knowledge is such that may be acquired through a Bachelor of Science degree or equivalent educational achievement, supplemented by five years of comprehensive personal experience in related engineering and computer science fields.

Serves as a senior manager and recognized authority/advisor to the Commanding Officer. Develops, plans, promulgates, and interprets Department of Defense/Department of Navy/Marine Corps/Command program policy and guidance. Provides general and specific management oversight of subordinates in the Activity regarding assigned programs, to ensure effective program implementation and consistency with existing policies on a long-term basis. Establishes program goals and objectives, develops resource estimates, and determines resource allocations for the Command. Ensures program objectives, planning, and execution include consideration and coordination with similar Department of Navy/Marine Corps programs. Determines if existing programs effectively accomplish intended goals or if modifications are required to meet Command/Marine Corps/Department of Navy/Department of Defense goals and procedures.

Analyzes advanced acquisition concepts and efforts underway at other organizations for application locally. At this level advanced knowledge of programs is required to develop new policies and guidelines for unexplored areas.

Decisions involve policy that impacts the Command's ability to complete the assigned mission. Plans made by the incumbent affect the organization's long range goals, objectives, and direction, and require an analytical approach in order to forecast future trends and outcomes.

Analyzes, coordinates, and recommends proposals and revisions to Department of Defense/Department of Navy/Marine Corps/Command initiatives and policies for assigned programs. Ensures that proposed and implemented policies and procedures are in accordance with Department of Defense/Department of Navy/Marine Corps/Command objectives. Serves on a variety of high level boards and committees including representation and/or liaison with Department of Defense/Department of Navy/Marine Corps. Conducts presentations and briefings at the Department of Defense/Department of Navy/Marine Corps/Command levels. Leads, guides, and mentors subordinates and managers in achieving organizational goals and objectives. Works to assess and understand customer needs in the Command/Marine Corps. Develops, reviews, and approves a variety of correspondence. The work requires an expert knowledge of acquisition, personnel and program management.

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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 selections 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-IV
ELECTRONICS ENGINEER, NH-855-IV
COMPUTER SCIENTIST, NH-1550-IV

This level represents engineers with outstanding technical leadership in pioneering areas that influence major projects, proposals, and direction of major work. The employee serves as a recognized expert and technical authority whose ideas form a basis for research and/or development ideas by others. This level represents top technical-level efforts in a major field of unexplored work where there is little or controversial theory to guide experimentation.

The employee has a mastery of advanced concepts, principles and practices of engineering and computer science that relate to the command, control, communications, computers and intelligence (C4I) systems used by the Fleet Marine Forces. The knowledge is such that may be acquired through a Bachelor of Science degree or equivalent educational achievement, supplemented by five years of comprehensive personal experience in related engineering and computer science fields.

The employee may conceive, plan, and conduct pioneering work of outstanding scope, difficulty and complexity in unexplored unpromising areas of investigation. Breakthroughs usually include new knowledge of fundamental significance and the importance can be seen through application of this knowledge to follow-on projects. The employee formulates, defines and modifies overall objectives and requirements. Evaluates feasibility of new concepts and principles and makes recommendations on continuance or abandonment of work. Keeps abreast of technical achievements within and outside the agency and other nations and evaluates the applicability to Marine Corps/Department of Navy programs. The employee provides technical advice to the Marine Corps and the Command and/or Department of Navy high level management and technical personnel, other agencies, and private organizations. Serves on Department of Navy /Marine Corps/Interagency/Technical society panels and committees of national or international scope. Serves as a consultant to other technical experts in the field and provides advice on issues when experts disagree. Makes presentations and write technical reports and papers in areas of expertise. Scientific findings and applications have a major impact in the employee's specialty areas and are important to advancing the state-of-the-art. Technical supervision is minimal. Sponsors and higher management provide administrative direction for such items as funding, resources, and agency policies. At this level advanced knowledge of the engineer's specialty is required to develop new approaches in unexplored areas.

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COMPUTER ENGINEER, NH-854-IV
ELECTRONICS ENGINEER, NH-855-IV
COMPUTER SCIENTIST, NH-1550-IV

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ATTORNEY-ADVISOR (GENERAL)
NH-905-IV

Serves as senior Counsel and a recognized authority to the Commanding Officer with full responsibility for providing legal advice and services in the fields of Civilian Personnel, environmental, business and commercial law. Reviews and evaluates proposed legislation in terms of the effects on the Marine Corps and Department of Navy programs, policies, procedures, and regulations, method and extent of operation, and existing legislature. Serves as an advisor to the Commanding Officer regarding extremely complicated and difficult legal problems.

The incumbent advises management and interprets federal and state laws, regulations, executive orders, and opinions of the Comptroller General. Problems of unusual delicacy and sensitivity are common and legal courses of action may be recommended that substantially broaden or restrict the activities of the Marine Corps or have a major impact on the defense procurement and allied industries whose technology and economic position affect the health and stability of the national economy as well as the national defense. The incumbent drafts, reviews, negotiates, and interprets technically sophisticated and complex contractual documents of all kinds for the acquisition of a large variety of complicated major weapons systems, computers, and other material. The incumbent resolves personnel complaints and contract claims, problems, questions and disputes that are complex and difficult and require a high degree of original and creative endeavor, due to no legal precedents, conflicting interests or adverse issues.

Represents the Command at high level meetings and briefings. Advises contracting officers and other officials as to the legality of contracts and makes determinations on legal aspects of problems. Communicates with top officials of the Navy, Marine Corps, and other Government departments and agencies. This level of work requires advanced knowledge of law in a variety of areas.

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