

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



SERIES NUMBERS	SERIES TITLE
0080	SECURITY SPECIALIST
0334	COMPUTER SPECIALIST
0343	MANAGEMENT AND PROGRAM ANALYST
0501	MANAGERIAL ACCOUNTANT
0560	BUDGET ANALYST
1084	VISUAL INFORMATION SPECIALIST

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 2:

Factor 1: Problem Solving

Plans and conducts functional technical activities for projects/programs. Identifies, analyzes, and resolves complex/difficult problems. Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.

Factor 2: Teamwork/Cooperation

Works with others to accomplish projects/programs. Uses varied approaches to resolve or collaborate on project/program issues. Facilitates cooperative interactions with others. Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

Factor 3: Customer Relations

Guides the technical/functional efforts of individuals or team members as they interact with customers. Initiates meetings and interactions with customers to understand customer needs/expectations.

Factor 4: Leadership/Supervision

Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinates, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities.

Factor 5: Communication

Communicates team or group tasking results, internally and externally, at peer levels. Writes, or is a major contributor to, management/technical reports or contractual documents. Presents informational briefings.

Factor 6: Resource Management

Plans and utilizes appropriate resources to accomplish project goals. Optimizes resources to accomplish projects/programs within established schedules. Effectively accomplishes project/program goals within established resource guidelines.

SECURITY SPECIALIST NH-080-II

Security Specialists at this level are responsible for administering a variety of security programs. Applies a wide range of knowledge regarding security concepts, principles, and practices to review and evaluate security programs. Plans and carries out work, resolving most conflicts that arise. Interprets policy in terms of established objectives. Informs supervisor of progress and potentially controversial matters.

Uses knowledge of security program interrelationships to coordinate the objectives and plans of two or more specialized programs, make accommodations in study or survey recommendations to allow for differing program requirements, develop and/or implement procedures and practices to cover security program objectives.

Evaluates adequacy of security programs, identifies potential problem areas, and provides guidance and recommendations commensurate with budgeting and manpower capabilities. Formulates policies and procedures pertaining to information and security programs.

Conducts meetings and briefings for informational purposes. Actively participates as a team member when necessary. Interacts with customers to understand and determine customer needs.

Develops or contributes to the development of a variety of correspondence.

Please select one of the boxes below to better define the work of the position.

Physical Security Specialist

CMS Custodian

Assistant Special Security Officer

Classified Material Control Center (CMCC)

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-0334-II**

Performs configuration management assignments to formally document and control the functional and physical characteristics of a system, network, or product during its life cycle.

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

Reviews proposals for change that consist of objectives, scope, and users' expectations. Work typically requires employee to determine applicability of established methods.

Uses established practices and techniques to plan and develop operational test plans or operational test and evaluation plans for systems that primarily impact a local operation.

COMPUTER SPECIALIST

NH-334-II

Prepares documents for tactical computer systems software including programmers' and operators' reference manuals, handbooks, system specifications, and other documents written in accordance with agency standards.

Edits systems support software documentation for clarity, meaning, accuracy, consistency, suitability for intended audience, and conformance with applicable instructions and standards.

Provides direct writing and editing assistance to other employees preparing systems support software documentation. Establishes outlines for such documents.

Researches and writes selected documents for various systems.

Provides final quality control check of documents prior to printing.

Develops and maintains document style manuals to be used for all documents developed for MCTSSA.

Serves as a producer for a variety of audiovisual productions determining objectives, recommending format of the program and manner of presentation, and working within budgetary restrictions, etc.

Serves as director for a wide range of audiovisual productions related to the mission of the activity.

Creates or modifies computer images and graphics from a general concept.

COMPUTER SPECIALIST NH-0334-II

Serves as an Assistant Project Officer involved in the overall planning and direction of assigned programs.

Assists the Project Officer in managing the overall financial, scheduling, testing, and performance evaluation of command, control, communications, computers and intelligence (C4I) software subsystems.

Assists in the development of Marine Corps/Command policies and procedures. Applies knowledge of a wide range of analytical methods to assess and evaluate the effectiveness and efficiency of programs. Applies knowledge of Department of Navy/ Marine Corps program goals and objectives to evaluate programs for the Division.

Assists in the development of detailed plans, goals, and objectives for long-range implementation and program administration. Identifies and develops ways to resolve problems or cope with issues that affect the accomplishment of principal program goals and objectives.

MANAGEMENT AND PROGRAM ANALYST NH-343-II

Analysts at this level independently provide managers with objectively based information for making decisions on the administrative programmatic aspects of Command operations and management by accomplishing a wide variety of assignments concerned with effectiveness and efficiency of programs and operations. Applies knowledge of analytical methods to assess and evaluate programs. Applies knowledge of Command and Division goals and objectives to accomplish assigned programs. Develops and/or assists in the development of a variety of correspondence. Conducts and/or assists in conducting meetings and briefings. Actively participates as a team member when necessary to accomplish projects.

Participates in special projects to improve administrative and business processes.

Establishes schedules for planning, coordinating, and accomplishing work to facilitate the acquisition and/or work processes. Initiates action to insure that cost and schedule procedures and policies are current and implemented.

Provides program support, assessment, and consultation services for assigned programs.

Provides substantive management support services in the areas of program cost analysis, annual and multi-year fiscal planning, and development of annual work plans. Reprograms funds within established funding limitations to provide for newly assigned missions or restructured programs.

Assists with developing plans and conducts management studies dealing with work measurement, methods and procedures, engineered/non-engineered standards, and/or benchmarking, to identify problems and propose solutions to improve productions efficiency.

Designs and conducts surveys, reviews, and research projects and provides advice/recommendations.

Assists higher level analysts in providing position management and classification advice and guidance. Provides guidance to management in other civilian personnel functional areas.

Provides and assists higher level analysts in a variety of budget functions (e.g., formulation, justification, execution.)

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 support the Command's Affirmative Action/EEO principles are reflected in all aspects of personnel management. Assigns work and establishes priorities; evaluates performance of subordinates; gives advice, counsel and/or provides 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.

MANAGERIAL ACCOUNTANT NH-501-II

Responsible for reviewing, monitoring, analyzing, interpreting and reporting on all costs associated with civilian labor. This includes costs associated with regular pay, overtime, compensatory time, leave and fringe benefits. These costs encompass approximately 40% of the command's operating budget. Specifically, performs tasks such as identifying adverse trends, suspicious transactions, accounting errors, anomalies and/or departures from financial management principles; coordinating corrective action effort; and, resolving systematic or procedural discrepancies.

Responsible for the ongoing review, validation, interpretation, analysis and reporting of all prior year transactions posted in the official accounting system. This involves ensuring timely execution of all expense categories; identifying adverse trends and anomalies; resolving problem transactions such as NULOs and UMDs; and correcting systematic factors associated with the problem transactions. Furthermore, the incumbent is responsible for providing prior year briefings to Comptroller personnel, DFAS-KC and external auditors.

Responsible for establishing, maintaining and overseeing the success of the following command programs: 1) civilian payroll program, 2) fund administrator and timekeeper training, and 3) the government travel charge card program.

BUDGET ANALYST NH-0560-II

Budget Analysts at this level perform various budget functions involving the formulation, justification, and/or execution of budgets for assigned organizational programs or projects. This work requires knowledge and skill in the application of related laws, regulations, policies, precedents, methods, and techniques of budgeting.

The incumbent is responsible for executing a segment of the organizational budget. Independently provides financial advice with guidance from senior analysts.

Performs the full range of budget review and analysis functions in formulation, presentation, and execution of the assigned budgets. Drafts and issues interpretations of various levels of budgetary guidance, supplemental guidance, and instructions. Compiles POM submissions, budget year estimates and current year allocations.

Reviews and analyzes office input for conformance with command policy, instructions and guidance. Edits narrative and quantitative data to ensure accuracy and consistency. Develops standard submissions for use by project officers for coordination of short and long-term proposals.

Monitors, reviews and analyzes execution of approved budgets by project officers. Reviews reports of budget and program activities and accomplishments, and determines amount and timing of funding allotments to be distributed. Tracks the current year budget with respect to allocation, obligation and expenditure of funds. Recommends transfer of funds between accounts.

Applies skill in written and oral communications. Actively participates as a team member when necessary to accomplish projects. Interacts with customers to understand and determine customer needs.

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.

VISUAL INFORMATION SPECIALIST NH-1084-II

The primary responsibility of this position is to professionally transform ideas, facts and raw data into visually impacting graphical representations that easily communicate ideas via proposals, briefs, web pages and training material. The incumbent's performance of work includes design and display of visual arts created by varying media and performing as a computer/multimedia graphics specialist.

Develops original designs, concepts or visual styles for presentation materials that clearly represent the ideas or image desired by the requesting organization. Transforms verbal or written descriptions into visual representations without benefit of existing pictures, models or diagrams. Graphically reconstructs architectural, engineering, technological or other kinds of materials that have been significantly altered. Designs, produces and maintains complex web pages using web publishing expertise (HTML, JAVA, UNIX, VI Editor, CGI and Perl Scripts, Front Page, Netscape Navigator, Microsoft Internet Explorer, etc.).

Meets with clients to learn the information objectives of the project, the points to be emphasized, the relationships to be stressed, and the relative degree of importance of various pieces of the information to be disseminated.

Through research, professional reading and trade shows, the incumbent defines solutions for hardware and software challenges to constantly improve graphic support and effect link between digital computer graphics, digital still photography and digital manipulation of video productions.