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Business and Industry Specialist 14

GS-1101-14

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

I. INTRODUCTION

This position is located in

The incumbent plans, manages and independently implements major business/industry program segments of the bureau or agency.

II. MAJOR DUTIES AND RESPONSIBILITIES

Plans and manages major and continuing agency program segments which are characterized by such features as (1) regulatory or oversight coverage which extends to most or all government agencies or private sector entities involved in the assignment area; (2) the need to define and institute new methods and strategies to meet key agency requirements and program objectives; (3) responsibility for direction and integration of the contributions of senior business and industry professionals both within and outside the employing organization; (4) action as bureau authority and spokesperson to other government agencies, to top business and industry officials and to significant congressional staff and committees; (5) potential to substantially influence agency policy, or effectiveness in one or more critical and high priority program areas; and (6) sufficient scope to extend over several fiscal years and to demand substantial investment of resources.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-8, 1550 pts

Knowledge of the theories, dynamics and factors underlying the assignment area to enable authoritative and independent handling of programs and functions.

Knowledge of the roles, responsibilities and programs of government agencies, private sector interests, and others involved in the assignment area sufficient to guide and coordinate external contributions to programs and services and to disseminate information to concerned agencies.

Ability to effectively and independently analyze, and communicate sound and authoritative recommendations on, highly complex and sensitive business/ industry issues/policies.

Knowledge sufficient to serve as a recognized technical authority in the program or function assigned to serve as an authoritative spokesperson to outside organizations.

Strong verbal skills and writing ability, sufficient to speak and write convincingly to audiences including outside agencies and private sector representatives with divergent and conflicting views, on issues involved.

Factor 2 - Supervisory Controls FL 2-5, 650 pts

Work is assigned on a continuing basis, with the employee independently responsible and accountable for planning, managing and coordinating work necessary to meet program or functional objectives. Within broad administrative and policy guidance the employee defines and revises program approaches as judged necessary, and establishes external work relationships with public and private sector organizations to best serve

assignment objectives. Technically, work is accepted as authoritative and unreviewed; completed assignments are considered in terms of resource utilization and fulfillment of goals. The employee refers issues of external conflict or political sensitivity for discussion and consults the supervisor for availability of additional personnel and/or funding.

Factor 3 - Guidelines FL 3-5, 650 pts

Guidelines consist principally of government and agency policy and priorities, relevant statutes and regulations, and administrative and management policies and procedures. Such guidance provides a broad framework within which the employee plans and develops assigned functions and programs. The employee works with considerable discretion and latitude in establishing cooperative relationships with other federal agencies, and in revising or developing guidelines and program procedures. Within the scope of the assignment, the employee develops guidance to be followed by others, and works as an authoritative agency expert in the subject-matter or functional area.

Factor 4 - Complexity FL 4-5, 325 pts

The incumbent must consider, assess and frequently reconcile numerous and diverse variables and interests in developing program approaches and positions. Issues faced require extensive analysis, and decisions and recommendations reflect the need to balance empirical business and industry information with expert interpretation and analysis performed by the employee.

Factor 5 - Scope and Effect FL 5-5, 325 pts

The purpose of the work is to plan, manage, and successfully execute a key element of the overall business and industry program. The employee impacts effectiveness of operations, quality of government products and services, and relationships with other agencies and with business and industry organizations.

Factor 6 - Personal Contacts FL 6-4

Contacts are with senior representatives of other agencies and with top U.S. business and industry executives. The employee also meets with members of congressional committees, top state and local officials, senior foreign industry and government officials, and others in unstructured situations where the incumbent may be the sole organization representative.

Factor 7 - Purpose of Contacts FL 7-d, 330 pts

Contacts are to plan and coordinate multi-agency business and industry initiatives, to participate in high-level negotiations and discussions; and to represent the bureau on sensitive and controversial issues to major U.S. business and industry interests. Exceptional tact, diplomacy, persuasion and negotiating skills are required.

Factor 8 - Physical Demands FL 8-1, 5 pts

No special demands are present.

Factor 9 - Work Environment FL 9-1, 5 pts

Work is performed in a standard office setting.

Total: 3840 pts

This position is exempt from coverage under the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS

(Last Updated: February 16, 1994)

