

# Position Description

**PD#:** KC283258

**Sequence#:** VARIES

**Replaces PD#:**

## INTERDISCIPLINARY

**GS-\*\*\*\*-13**

- Opt:** PROJECT MANAGER - 0101
- Opt:** PROJECT MANAGER - 0401
- Opt:** PROJECT MANAGER - 0801
- Opt:** LANDSCAPE ARCHITECT - 0807
- Opt:** ARCHITECT - 0808
- Opt:** PHYSICAL SCIENTIST - 1301

**Servicing CPAC:** COE, SACRAMENTO, CA

**Agency:** VARIES

**MACOM:** VARIES

**Command Code:** VARIES

**Region:** WEST

**Citation 1:** OPM SERIES DEF., GS-101, AUG 2002

**Citation 2:** GENERAL BIO SCI SER, HDBK OF OCC GROUPS & FAMS, AUG 2002

**Citation 3:** OPM DEF/GRPS & SER: GEN ENGR SERIES, GS-801, JUN 69

**Citation 4:** OPM PCS LANDSCAPE ARCH SERIES, GS-807, FEB 63

**Citation 5:** OPM PCS ARCHITECTURE SERIES, GS-808, OCT 86

**Citation 6:** OPM PCS CIVIL ENGR SERIES, GS-810, JUN 66

**Citation 7:** OPM PCS GEN PHYSICAL SCIENCE SERIES, GS-1301, AUG 71

**PD Library PD:** NO

**COREDOC PD:** NO

**Classified By:** JOHN JACOBSON (TW)

**Classified Date:** 05/08/2008

**FLSA:** EXEMPT

**Career Program:** 18

**Functional Code:** 92

**Competitive Area:** VARIES

**Competitive Level:** VARIES

**Bus Code:** VARIES

**PD Status:** VERIFIED

**Drug Test Required:** VARIES

**Financial Disclosure Required:** NO

**Requires Access to Firearms:** VARIES

**Position Sensitivity:** VARIES

**Emergency Essential:** VARIES

**DCIPS PD:** NO

**Acquisition Position:** NO

**Interdisciplinary:** YES

**Target Grade/FPL:** 13

**Career Ladder PD:** NO

### Duties:

CL: 0009 for all series except for GS-0808 CL: 0007

SUPERVISORY CONTROLS

Works under the very general direction of the Chief, Plan Formulation Section, who provides very general supervision and assigns work in general terms of overall objectives and results desired. The incumbent is expected to plan and execute the work under changing project management parameters. Clears, through supervisor or Project Review Board, plans or decisions to take short-cuts or to make compromises considered risky or extreme within the context of standard guides, precedents and techniques. Independently initiates project directives, reports, conferences, etc., and represents the organization in negotiations with the client, states, municipal authorities, interested parties, and local governments. Work is reviewed for the attainment of organizational goals and project results.

#### MAJOR DUTIES

The incumbent serves as the District's Flood Risk Management Program (FRMP) Manager and a Senior Project Planner for water resources projects of high dollar value, of national priority, of environmental sensitivity, of extraordinary urgency, or having similar requirements. Projects may include flood risk management, floodplain management services, FEMA map coordination, dams, water diversion structures, bridges, flood walls, levees, river control structures, flood plains, dredging, environmental restoration and other facilities, or a combination thereof. As a Senior Project Planner for water resources projects within the District, the incumbent applies a well developed professional knowledge of one or more of the social, biological, physical sciences or engineering the incumbent directs and coordinates the activities of a range of technical specialists (economists, engineers, cultural resources specialists, environmentalists) ensuring their products meet the requirements of the study, comprehending and synthesizing this material into a complete and well researched technically accurate planning document. Both of the above functions require that the incumbent apply a wealth of water resources, scientific, FEMA NFIP program and Corps of Engineers policy and project management knowledge to achieve scheduling, funding and program goals, and to ensure use of optimum approaches which meet project objectives. Assures the efficient, effective, and timely accomplishment and coordination of the planning, design and construction phases. Work is accomplished based on a thorough knowledge of Corps of Engineers Civil Works water resources program; FEMA NFIP and mapping program knowledge; this includes interpreting and applying the dynamic and substantive policy relating to Corps of Engineers Civil Works program and assigned projects, approving operational deviations, applying innovative contracting procedures, and providing guidance or direction to subordinate project managers in the section through project oversight activities and interaction. Prepares, presents and testifies on behalf of the District before state and local governments, contractors, other agencies, and Congressional representatives. In addition, coordinates the preparation of the project budget; the preparation of various cost, milestone, and management reports; and the staffing of internal and external reviews. Is the districts primary point of contact with the local sponsor throughout a projects life.

1. (40%) Flood Risk Program Manager. Directs, coordinates and manages the Districts FloodRisk Management Program. Reviews and evaluates the status of projects for attainment of objectives. Plans, programs and oversees cost and schedule execution of the planning, design, and construction of Civil Works water resources projects in coordination with the functional chiefs of each area to assure that the projects are completed within guidelines and objectives. Initiates, manages, administers and approves plans that translate project objectives into completed functional phases. Reviews and approves funding and manpower estimates to ensure sufficient resources to support project objectives. Reviews and approves operating plans and approaches, establishes overall project priorities, procedures, and short and long range goals. Reviews project criteria, construction progress, and contract modifications and conceives of and/or approves or processes the approval of major changes. Evaluates the status of projects against established milestones and objectives by analyzing information presented and directs actions required to maintain established schedules and to assure the attainment of goals and objectives. Resolves highly difficult technical and administrative project problems, obtaining Project Review Board or supervisory approval, as required.

2. (30%) Senior Project Planner: Directs, manages and leads an interdisciplinary team, including representatives of cost sharing local sponsor to conduct water and related land resources studies. Reviews study/project authorization, initial investigations and other available data. Evaluates, community needs, water resource problem areas, determines the scope of effort required for study and establishes study approaches and methods. Determines data to be collected, field investigation scopes, estimated time

required to complete the investigations, study cost, engineering, environmental, social and cultural scopes, public involvement and required coordination. Provides formulation direction through scoping and written guidance as well as leading study team meetings. Researches technical literature and precedents as well as existing policy and analyzes input from team members including hydraulic, hydrologic, design, geotechnical and cost engineering, as well as economic, real estate, biological, archaeological, ecological and other disciplines to develop plans that meet current policy, are engineering viable and satisfy public desires to the maximum extent practicable. Formulates alternatives which address the sometimes conflicting objectives of national economic development, environmental quality, social well being, and regional development,

3. (15%) District Representation. Represents the District when dealing with the local, state and municipal authorities for Flood Risk Management Program activities and is responsible for furnishing authoritative responses to program and project questions and issues. Speaks with the authority of the Chief of Planning Branch at conferences and with the press on all issues including those of a critical or controversial nature arising during the administering of the District's Flood Risk Management Program.

4. (15%) Plans and Guidance. Participates with key district personnel in defining Flood Risk Management Program goals and objectives. Make major plans and programming decisions that effect long and short-range courses of critical action for the projects. Serves as the authoritative source for decisions and guidance dealing with compromises and changes in program and project objectives. Implements overall program and project guidance and policy. Adapts and interprets policy to assure a uniform and balanced program and project within the framework of District policies, programs, and objectives. Assures that the projects incorporate the most advanced science and technology and that they are structured, staffed and managed to be responsive to requirements. Establishes the technical framework and guidance for accomplishment of objectives within the District's in-house and contractual capabilities. For projects to be evaluated or designed out-house or by architect-engineer firms, PM manages those project work products.

Perform other duties as assigned.

#### Special Requirements:

Incumbent may be required to perform temporary duty travel (TDY) approximately 15% of the time in connection with stated duties.

Incumbent may be required to possess or obtain a valid drivers license.

#### Evaluation:

##### EVALUATION STATEMENT

#### 1. References:

- a. US OPM PCS Series Definition for Social Scientist, GS-0101, Sep 93
- b. US OPM PCS Series Definition for General Biology, GS-0401, Sep 93
- c. US OPM PCS Series Definition for General Engineering, GS-0801, Sep 93
- d. US OPM PCS Civil Engineering Series, GS-810, Part IV, Jun 66 (for grade determination as issued by HQ USACE, Aug 98).
- e. d. OPM PCS LANDSCAPE ARCH SERIES, GS-807, FEB 63

2. Background. In August 1998, HQ USACE issued model job descriptions (JDs) and evaluation statements for project management positions located in District PPM Divisions. The new JDs reflect the Chief Engineer's vision of an interdisciplinary project management workforce that can effectively management diverse, challenging projects. The interdisciplinary nature of the JDs improves management flexibility by enabling positions to be filled with qualified individuals in various professional occupational series, including the social sciences, biological sciences, engineering, and the physical sciences. The HQ USACE model JD has been applied to subject position and replaces the existing JD for project managers. The HQ USACE model evaluation statement has also been applied to the position, as follows.

3. Series Determination. The Project Manager (PM) in the Corps of Engineers is responsible for managing

the project from planning to completion. The PM integrates all the processes and functions involved in the project, including planning, engineering, design, construction, and other technical functions. The position must coordinate actions and decisions with these elements, resolving conflicts and settling issues arising by dealing with technical managers who are responsible for their technical phase of the project. The PM is responsible for the overall quality of the project, assuring that the technical quality meets the expectations of the customer. In addition, the PM is responsible for assuring that the project meets schedule, cost and scope objectives established through negotiations with the customer and included in the Project Management Plan. This involves coordination and negotiation with customers and political entities affected by or affecting the project. The PM allocates funds to all elements of the project and assures that costs do not exceed projected allocations. The PM is the primary point of contact between the District and external entities affected by the project. He/she manages through a matrix management process, controlling schedules and costs while individuals involved are supervised by their technical elements.

Normally positions are classified to the series of the predominant skill requirement. In the case of the Corps of Engineers PM, historical recruitment practices and recent skills analysis reveal the need for a broad base of scientific and professional knowledge, coupled with experience in the administrative aspects of project management. Further, the Chief Engineer has mandated that PM positions be classified as interdisciplinary to enable a professionally diverse workforce and because individuals with training and experience in any of the allocated disciplines may be considered to be equally qualified to perform the work. The position, therefore, is classified as "Interdisciplinary" and remains so as long as it is vacant. The final series of the position is determined by the personal qualifications of the individuals who fill it. HQ USACE recommended a number of professional/scientific series that would be appropriate for subject position. However, local management has decided to focus on four primary occupational groups that will provide a fairly sizable recruiting base and allow qualified candidates to successfully compete for the position. Thus, subject position may be allocated to any of the following series, depending upon the qualifications of the incumbents: GS-0101 (Social Science), GS-0401 (Biological Science), GS-0801 (Engineering), and GS-1301 (Physical Science), GS-810 (Civil Engineer), GS-807 (LANDSCAPE ARCHITECT).

4. Title Determination. Because the position can be allocated to general series that represent broad occupational groups, specific titling criteria is not prescribed. Consequently, the constructed title of Project Manager is considered appropriate for the position, regardless of series, as it fully represents the nature of work performed.

5. Grade Determination. (The following grade determination analysis is provided by HQ USACE, reference 1.d).

a. DETERMINATION OF STANDARD.

In absence of a directly applicable standard for measurement of matrix management, GS-810, Part IV is determined to be appropriate for comparison. The standard measures the job by three factors, scope and complexity of facilities, range of facilities engineering and level of responsibility. While the standard is written to apply to "constructed facilities", it is intended to measure positions "which may have responsibility pertaining to any or all phases of the engineering of facilities, such as the following: initiation of technical and economic feasibility studies, development of proposals for work and budget approval, planning and design, construction, and maintenance." Subject job, in performing the full range of project management, transcends these functions and can be measured by application of the standard with due consideration for those matrix management responsibilities not measured by the standard.

b. APPLICATION OF STANDARD.

Scope and Complexity of Facilities:

(1) The scope and technological characteristics of the facilities: The facilities for which the project manager has responsibility are complicated by major technical engineering issues, representing a high incidence requirement for special equipment, materials, and design features. These include major river facilities including multipurpose dams, levees, bypasses, channels, floodwalls, water systems, diversions, and pumping plants, and appurtenant recreation facilities, relocations, rights-of-way, borrow and disposal of

materials, and operations and maintenance aspects. For environmental projects, facilities may include wetlands development, fish and wildlife habitat plantings, grading, power and irrigation, ground and water quality provisions, and appurtenant operations and maintenance facilities. These facilities are characteristic of those described at the GS-13 level in the standard in example 2, p. 63: "The projects included range from local protection works (such as levees and channel improvements) to major multiple purpose projects (usually including facilities for power production, flood control, navigation, water supply, fish and wildlife preservation and recreation).

(2) Number and diversity of organizations involved: There is an extensive diversity/number of organizations involved in the management of projects. These include multiple local sponsors /customers, Federal, state and local government agencies, business and industry groups and private citizens. This extensive diversity/number clearly meets example 1 for the GS-13 level, p. 62 and example 2, p. 63.

(3) Range of jurisdictional control over facilities: The projects managed involve a complicated maze of jurisdictional controls with frequently conflicting interests of Federal, state and local government agencies. Civil and environmental projects involve other Federal agencies (Energy, Interior, Agriculture, Transportation, Commerce, and others), a multitude of state/county/municipal and multi-county water control and/or conservation district customers/sponsors. These extensive jurisdictional relationships involving multiple sponsors/customers and/or extending over a considerable geographic area substantially meet examples 1 and 2 for the GS-13 level, p. 62-63: "...responsible for program development, control and conservation, in a watershed area covering portions of several states." Although some projects are within the boundaries of one state (e.g., California), the multitude of agency/county/local jurisdictional controls are significantly more extensive than an entire region of several states.

(4) Degree of urgency and/or public interest associated with projects or programs: Projects involve a high degree of urgency and public interest. Projects normally impact the local economy and frequently affect the economy of a sizable geographic or population area. This urgency and interest requires the project manager to obtain the cooperation of other agencies and state/local government entities, frequently defend current schedules and funding and make decisions involving judgments based on significant experience. The nature of this urgency and public interest somewhat exceeds examples 1 and 2 at the GS-13 level pp. 62-63: "The engineer must provide guidance and information to, and obtain the cooperation of officials of the military agency served, a variety of governmental officials and groups in the states and localities that have jurisdiction over economic planning, land use, utilities operations and services in areas where facilities are located..." and "The engineer must consider and coordinate many elements relating to budget and funds requirements and availability of engineering resources."

Based on comparison to cited examples, Scope and Complexity of Facilities is determined to fully meet the GS-13 level.

Range of Facilities Engineering Activities Managed: The range of facilities engineering activities managed includes the phases of planning, developing, designing, constructing, and directing engineering projects of considerable scope and complicated by their diversity, geographical area, management demands, technical intricacies, and public issues. This range of activities clearly meets the GS-13 level as described in p. 61, "The GS-13 level is typified by full responsibility for development and/or coordination over a broad range of facilities engineering activities, covering a variety of complex facilities in a sizable geographic area." Subject job substantially exceeds the description for the GS-12 level described at p. 59, in which the range of activities is limited to construction, "At the operating level of a construction agency, coordinates construction activities for a few large projects (such as for a multiple purpose dam, power plant, reservoir, and associated relocation and construction of utilities and community facilities) or for an extensive group of smaller projects (such as levees, channel improvements, bank stabilization, flood control reservoirs, and floodways)."

Based on comparison to cited examples, the range of facilities is determined to fully meet the GS-13 level.

Level of Responsibility: Subject job manages projects in a District. This is determined to meet definitions of "operating level" in a "construction agency". The project manager applies an extensive knowledge of management concepts, principles, methods and practices as well as methods, practices and processes of engineering and science disciplines. The project manager is fully responsible for projects managed and

carries out assignments subject to review for achieving results. This level of responsibility meets the GS-13 level as described in p. 61, "The GS-13 engineer receives assignments on the basis of recognized competence, demonstrated through considerable experience related to the area of assignment. He is subject to very general supervision, his work being judged mainly for achievement of productive results."

Based on comparison to cited example, the level of responsibility is determined to fully meet the GS-13 level.

c. CONCLUSION. Based on the determination that the scope and complexity of facilities for which the job has engineering management responsibility, the range of facilities engineering activities managed and the level of responsibility assigned all fully meet the GS-13 level described in cited standard, the job is graded at GS-13 level.

6. Final Determination. Subject position is properly classified as Project Manager, GS-XXXX-13, and may be allocated to any of the following series: 0101, 0401, 0801, 1301.