

**POSITION DESCRIPTION** *(Please Read Instructions on the Back)*

1. Agency Position No.  
S9441

2. Reason for Submission  
 Redescription  New  
 Reestablishment  Other

3. Service  
 Hdqtrs  Field

4. Employing Office Location  
Arlington, VA

5. Duty Station  
Various

6. OPM Certification No.

Explanation *(Show any positions replaced)*

7. Fair Labor Standards Act  
 Exempt  Nonexempt

8. Financial Statements Required  
 Executive Personnel Financial Disclosure  Employment and Financial Interest

9. Subject to IA Action  
 Yes  No

10. Position Status  
 Competitive  
 Excepted *(Specify in Remarks)*  
 SES (Gen.)  SES (CR)

11. Position Is  
 Supervisory  
 Managerial  
 Neither

12. Sensitivity  
 1 Non Sensitive  3 Critical  
 2 Noncritical Sensitive  4 Special Sensitive

13. Competitive Level Code  
0001

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Transportation Operations Spec	YA <del>GG</del>	2150	02 <del>09</del>		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title)*

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment  
Department of Defense Education Activity

c. Third Subdivision

a. First Subdivision  
Department of Defense Dependents Schools

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor  
  
Signature \_\_\_\_\_ Date \_\_\_\_\_

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*  
  
Signature \_\_\_\_\_ Date \_\_\_\_\_

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position  
Classifier's Handbook, TS-107, Aug 91; PCS for Traffic Mgmt Series, GS-2130, TS-106, 7/91; GS Leader GEG, 6/98  
DoD Civilian Personnel Manual 1400.25-M, Subchapter 1920

Typed Name and Title of Official Taking Action  
Laura Perkins  
Chief, Classification and Compensation  
  
Signature  Date 5/24/07

**Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date								
a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities *(See Attached)*

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S9442

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 3. Service:  Hdqtrs  Field  
 4. Employing Office Location: Arlington, VA  
 5. Duty Station: Various

6. OPM Certification No.

7. Fair Labor Standards Act:  Exempt  Nonexempt  
 8. Financial Statements Required:  Executive Personnel Financial Disclosure  Employment and Financial Interest

9. Subject to IA Action:  Yes  No

10. Position Status:  Competitive  Excepted (Specify in Remarks)  SES (Gen.)  SES (CR)  
 11. Position Is:  Supervisory  Managerial  Neither  
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b. Department, Agency or Establishment						
c. Second Level Review	Transportation Operations Spec	YA <del>GG</del>	2150	01 <del>07</del>		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

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 17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of Defense Education Activity	c. Third Subdivision
a. First Subdivision Department of Defense Dependents Schools	d. Fourth Subdivision
b. Second Subdivision	e. Fifth Subdivision

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 Signature of Employee (optional)

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Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

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 Typed Name and Title of Official Taking Action  
 Laura Perkins  
 Chief, Classification and Compensation  
 Signature *Laura Perkins* Date 5/24/07

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 Classifier's Handbook, TS-107, Aug 91; PCS for Traffic Mgmt Series, GS-2130, TS-106, 7/91; GS Leader GEG, 6/98  
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23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks: This is a career ladder position. The incumbent performs the same duties and responsibilities as the full performance position; however, the incumbent receives closer supervision (factor 2), performs less complex duties (factor 4), and has a more limited scope of assignment (factor 5). This standardized position description for Transportation Operations Spec, YA-2150-01 is appropriate for use in any District level Transportation Office.

25. Description of Major Duties and Responsibilities (See Attached)

TRANSPORTATION OPERATIONS SPEC (Pacific)  
YA-2150-02

## INTRODUCTION

The Department of Defense Education Activity (DoDEA) is a major Department of the Defense (DoD) field activity with worldwide scope. DoDEA delivers, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment. The Domestic Dependent Elementary and Secondary Schools (DDESS), located within the continental United States as well as Guam and Puerto Rico, and the Department of Defense Dependents Schools (DoDDS), located in foreign areas, provide a preschool through grade 12 educational program that inspires and prepares all students for success in a global environment. DoDEA is one of the largest, most diverse and geographically dispersed school jurisdictions. All schools in DoDEA are fully accredited and the DoDEA educational program consistently rates at or near the top in comparison with other school systems.

This standardized position description is appropriate for use in a DoDEA Pacific district-level Transportation Office serving one or more community schools/school complexes. The purpose of this position is to provide support to the student bus transportation program.

## MAJOR DUTIES

The incumbent serves as a Transportation Operations Spec performing operational and analytical tasks in accomplishing work assigned to the unit as necessary to the organization's mission.

Conducts day-to-day operations for designated schools to provide timely and efficient transportation service. Resolves minor problems in accordance with priorities and standards, referring more serious problems to the leader or supervisor. Maintains the effectiveness of the transportation system, periodically performing in-depth review of requirements and potential services, considering all options that achieve safe, responsive, and efficient school bus transportation. Recommends and brings improvements to higher-graded transportation personnel that cannot be solved independently. Major problems and controversial issues are brought to the attention of the leader or supervisor, with a proposed plan of action for resolution. Participates with school representatives in monitoring and evaluating student transportation requirements and effectiveness. Serves as transportation representative at school advisory committee, town hall and community staff meetings. Performs or participates in periodic route safety and efficiency reviews, optimizes routes, and recommends commuting area changes.

Serves as Contracting Officer's Representative (COR) on one or more school transportation contracts (commuting and/or special needs) and as Quality Assurance Evaluator (QAE) on other school bus contracts assigned to the office. If appointed COR for a special needs contract, incumbent develops, evaluates, and coordinates requirements for, and changes to, transportation services to meet special needs of preschoolers and students with disabilities. Participates in Case Study Committee (CSC) meetings, advising on appropriate transportation for special education students.

Prepares necessary documents for new and amended contracts and funding documents, when appointed COR. Assists procurement personnel with pre-award surveys for prospective contractors and participates in contract negotiations and management meetings with contractors. Monitors, directly and through assistant QAEs, contractor performance to ensure compliance with contract specifications; serves as liaison between parents, school administrators and contract personnel; investigates and where possible resolves service complaints, and follows up to verify that the contractor has complied with corrective action requirements. Prepares documentation to support contract provisions in cases of non-compliance with the Performance Based Statement of Work (PBSOW), and verifies performance of services and validity of contractor invoices, and then certifies invoices for payment.

Monitors the performance of contract bus drivers and physical condition of buses to ensure compliance with contract specifications and PBSOW. Performs quality assurance evaluations by completing timelines, safety checklists, and observing bus driver performance. Receives, investigates and resolves minor service complaints, with follows up to assure contract compliance. Prepares Contract Discrepancy Reports, documenting instances of contractor non-compliance with the PBSOW. Forwards to the COR for further action.

Performs nonrecurring transportation services supporting curricular field trips, co-curricular sports, and academic enrichment activities. Receives transportation requirements from school administrators, performs cost comparisons, and then orders transportation service. Evaluates the quality of trips performed and records data on appropriate forms and in working/historical files. Monitors contractor performance and related expenditure of funds; establishes controls to prevent over-obligation of funds and appraises school officials of status of accounts.

Conducts student registration for school bus commuting service and assignment of bus route and stop. Monitors issuance of school bus passes and maintains records of students riding each bus. Collects and compiles student statistical data and participates in forecasting transportation requirements. Participates in budget preparation for district student transportation. Monitors the expenditure of commuting and other transportation funds to assure optimum utilization.

Upon initial registration for transportation services, provides orientation to parents and students in bus safety and operations. Conducts or participates in safety and security risk assessments, accident/incident investigations and provides reports to the leader, supervisor or district and area officials, with follow-ups as needed. Investigates incidents of student misbehavior, providing oral warnings to students and written warnings to parents, referring more serious misbehavior to the leader and school principal. Recommends consequences such as suspension from the bus or referral to community officials for the most severe offenses. Provides guidance to the servicing local bus security attendant leader and/or automated vehicle locator monitor, as appropriate.

Enforces safety rules, procedures and regulations. Conducts annual government-sponsored safety and security training session.

Provides guidance to transportation assistants on new policies and procedures. Resolves minor complaints and refers more serious issues to the leader or supervisor.

Performs other duties as assigned.

FACTOR 1, Knowledge Required by the Position

FL 1-6, 950 Pts

Uses practical knowledge of policies, principles, and objectives of the DoDEA student transportation program in order to assess, evaluate and recommend changes to maintain a safe, responsive and efficient transportation system.

Knowledge of procurement and contracting regulations, quality assurance evaluation procedures, and applicable laws and regulations in order to produce PBSOW for transportation service contracts.

Ability to analyze data, identify problems, and recommend solutions to transportation requirements and operations, contributing to efficiency and effectiveness of transportation operations.

Ability to use specialized automated systems, programs and databases to enter and retrieve data for analysis.

FACTOR 2, Supervisory Controls

FL 2-3, 275 Pts

Works under technical guidance of the lead transportation operations specialist and the general supervision of a supervisory transportation operations specialist who may not be located at the incumbent's duty station. Independently performs assigned work within established policy and timeframes. Plans and coordinates work, resolving routine problems encountered. Unusual situations are discussed with higher-level transportation specialists who review work upon completion for accuracy, soundness of judgment, and attainment of objectives.

FACTOR 3, Guidelines

FL 3-3, 275 Pts

Incumbent uses Federal regulations, DoD and DoDEA directives, policies and regulations, DoD procurement and contracting regulations, as well as Host Nation laws, rules and regulations. Precedent cases are usually applicable, but on occasion the incumbent must be able to interpret and apply guidelines and use judgment to resolve an immediate conflict.

FACTOR 4, Complexity

FL 4-3, 150 Pts

Work assignments require the selection and application of varied data collection and investigative methods and techniques in order to plan, coordinate and resolve problems. The incumbent's finding and recommendations are based on thorough analysis of observations of contractor personnel performance, equipment condition and maintenance, and compliance with Performance Based Statements of Work. The incumbent analyzes the student transportation system to develop and recommend improvements to routes, processes and operations.

FACTOR 5, Scope and Effect

FL 5-3, 150 Pts

The employee monitors and coordinates student transportation operations for assigned schools and contracts. The employee implements or recommends changes; evaluates contractor performance; provides guidance on requirements and seeks cost reductions which do not impact safety and security. Resolves conventional problems which arise, recognizes customer needs, and provides information to the DoD community. Supports changing daily commuting, special needs students, school study trips, and athletic and academic enrichment activity transportation requirements. Coordinates the safety and security of students. Results of the work affect DoDEA's ability to provide safe, secure, responsive, and efficient transportation services to students.

FACTOR 6, Personal Contacts and

FL 6-3

FACTOR 7, Purpose of Contacts

FL 7-b, 110 Pts

Contacts are with DoDEA personnel at varying levels; students and parents; school administrators and teachers; base leadership and other community officials, including transportation, housing, safety, and security representatives. Contacts are also with contractors and contractor representatives involved in transportation service contracts.

Contacts are to discuss common student transportation concerns, to exchange factual information related to issues and problems, to discuss, develop, and coordinate more efficient and effective system changes, and to administer service contracts.

FACTOR 8, Physical Demands

FL 8-1, 5 Pts

The work is basically sedentary, involving some lifting and carrying of documents and other light items. Duties require operation of a motor vehicle, walking and standing for extended periods of time, and carrying light items weighing less than 25 pounds.

FACTOR 9, Work Environment

FL 9-1, 5 Pts

Most of the work is performed in a typical office setting with adequate heating, lighting, and ventilation. Work is also performed outside in moderate and inclement weather. The position is located overseas, requiring accommodation to foreign culture and adjustment to a variety of personal inconveniences, to include the possibility of exposure to terrorist attacks.

**SPECIAL REQUIREMENTS:** Performance of duties requires that incumbent obtain and maintain a current, valid motor vehicle operator's license.