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

1. Agency Position No.: S9444

2. Reason for Submission: [ ] Redescription [✓] New [ ] Reestablishment [ ] Other
Explanation *(Show any positions replaced)*

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

12. Sensitivity: [✓] 1 Non Sensitive [ ] 3 Critical [ ] 2 Noncritical Sensitive [ ] 4 Special Sensitive

13. Competitive Level Code: 0003

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 ~~Assistant~~ Tech (OA)	YB ~~GS~~	2102	02 ~~07~~		
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

a. First Subdivision: Department of Defense Dependents Schools

b. Second Subdivision:

c. Third Subdivision:

d. Fourth 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.*

Typed Name and Title of Official Taking Action:
Laura Perkins
Chief, Classification and Compensation

Signature: Laura Perkins Date: 5/24/07

22. Position Classification Standards Used in Classifying/Grading Position:
OPM PCS for Trans Clerk & Asst Series, GS-2102, TS-122 03/93; PCS for OA & Asst Series, GS-326, TS-100, 11/90; OA GEG, TS-11, 11/90. DoD Civilian Personnel Manual 1400.25-M, Subchapter 1920

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	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks

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

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

1. Agency Position No.: S9445

2. Reason for Submission: [ ] Redescription [✓] New [ ] Reestablishment [ ] Other
Explanation *(Show any positions replaced)*

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

12. Sensitivity: [✓] 1--Non-Sensitive [ ] 3- Critical [ ] 2--Noncritical Sensitive [ ] 4--Special Sensitive

13. Competitive Level Code: 0003

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	Tech Transportation ~~Assistant~~ (OA)	YB ~~OS~~	2102	01 ~~06~~		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

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

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

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

a. First Subdivision: Department of Defense Dependents Schools

b. Second Subdivision:

c. Third Subdivision:

d. Fourth 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.*

Typed Name and Title of Official Taking Action:
Laura Perkins
Chief, Classification and Compensation

Signature: Laura Perkins Date: 5/24/07

22. Position Classification Standards Used in Classifying/Grading Position:
OPM PCS for Trans Clerk & Asst Series, GS-2102, TS-122 03/93; PCS for OA & Asst Series, GS-326, TS-100, 11/90; OA GEG, TS-11, 11/90. DoD Civilian Personnel Manual 1400.25-M, Subchapter 1920

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	Initials	Date	Initials	Date	Initials	Date	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).
PD #S9446 is abolished as it can be accommodated within the YB-01 pay band.

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

TRANSPORTATION TECH (OA) (Pacific)
YB-2102-02

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. The purpose of this position is to provide support to the student bus transportation program.

MAJOR DUTIES

Provides technical support for bus passenger transportation services to students at schools in a military community. Duties include assisting with bus transportation planning, daily commuting oversight, host nation contractor performance monitoring, bus/route safety inspection, funds accounting and report preparation.

Assists Transportation Operations Specialist(s) in planning, administering and coordinating student transportation operations. Plans and recommends the most cost- effective and efficient new routes and recommends revisions to existing routes. Periodically reviews route passenger counts and student records for bus transportation eligibility; based on analysis develops, optimizes and adjusts routes accordingly. Identifies bus routes and stops for new students. Utilizes transportation software programs to enter and retrieve transportation data. Prepares descriptive route maps and narrative summaries for distribution; reviews and revises as necessary. Provides information on bus stop locations and routes to customers. Prepares student photo bus passes and checks accuracy of emergency identification data; verifies eligibility and requests installation passes for contractor personnel. 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. Communicates the safety program policy to students, parents and other concerned individuals and groups. Provides in-school training on safety and school bus behavior standards. Conducts initial assessment of minor and serious student misconduct on the bus, contacts parents of involved students and advises of any consequences.

Monitors the performance of contract bus drivers and physical condition of buses to ensure compliance with contract specifications and performance-based statements of work (PBSOW). Performs Quality Assurance Evaluations (QAE) by completing timeliness, safety checklists and observing/recording bus driver performance. Receives, investigates and resolves minor service complaints, following up to assure contract compliance. Prepares contract discrepancy reports, documenting instances of contractor non-compliance with the PBSOW; forwards to the Contracting Officer's Representative (COR) for further action. Collects and compiles current and historical transportation data for review and analysis by the specialist. Responds to incidents/accidents in accordance with established procedures. Participates in periodic safety risk assessments and accident/incident investigations, reports, and follow-ups for final report and review.

Gathers transportation requirements data from school administrators, performs cost comparisons and orders transportation for curricular field trips, co-curricular sports and academic enrichment activities. Evaluates the quality of trips performed and records data on appropriate forms and in working/historical files. Occasionally attends Case Study Committee (CSC) meetings to provide information on the safest and most appropriate transportation for Special Education students. Performs initial and periodic Special Education route and safety assessments. Receives and accepts contractor invoices. Reviews invoices for accuracy, cross checks and compares to documents reflecting costs for services requested. Monitors funds to avoid over-obligation. Enters source funding data into database files and retrieves funds reporting requirements and cyclical reconciliations. Prepares recurring and one-time reports as requested.

Performs other duties as assigned.

FACTOR 1, Knowledge Required by the Position FL 1-4, 550 Pts

Knowledge and application of an extensive and diverse body of transportation policies, methods, and practices of the functional areas for the student bus transportation program as well as their relationship to other functions within DoDEA and military community activities.

Knowledge of Federal, DoD, Host Nation and DoDEA transportation operation regulations and procedures; operational forms specific to the military environment; reporting requirements; contractor invoice procedures and foreign currency exchange rates. Ability to coordinate appropriate actions and account for funds and expenditures.

Knowledge of school bus transportation contracts and PBSOW outlining contractor requirements, to conduct performance and quality assurance evaluations.

Ability to evaluate, maintain and recommend changes to achieve safe, responsive and efficient bus transportation.

Skill in the use of technology programs to enter and retrieve data in transportation and accounting systems. Knowledge of processing procedures and function keys required to execute several office automation functions, such as storing and retrieving electronic documents, records,

or files; activating a printer; inserting/deleting text; producing letters, memoranda, bulletins, and reports; and transmitting/receiving electronic mail. Skill of a qualified typist is required.

Ability to communicate verbally and in writing, with students, parents, contractor personnel, host nation personnel, and military officials.

FACTOR 2, Supervisory Controls FL 2-3, 275 Pts

The supervisor outlines objectives, priorities, deadlines, and provides guidance in dealing with more advanced contract compliance assignments. Incumbent independently carries out the transportation support duties and uses accepted practices to resolve nonstandard problems and deviations, consulting supervisor when unusually complex or unique situations occur. Work is reviewed for appropriateness and conformity to policy when completed; work methods are not reviewed in detail.

FACTOR 3, Guidelines FL 3-3, 275 Pts

Guidelines are complicated and consist of Federal and DoD regulations; Host Nation laws, rules, regulations and procedures; and DoDEA policies and procedures. The employee must use judgment in selecting the appropriate guideline for the task being performed, in many situations adapting procedures and selecting approaches for which there are no directly-related precedents or references. The employee resolves conflicts and ambiguities in guidelines and ensures consistency with program policies and objectives.

FACTOR 4, Complexity FL 4-3, 150 Pts

Work assignments require the use of different and unrelated procedures and methods to perform school bus transportation support duties. Work methods are not completely standardized because individual treatment of actions varies according to the problems involved, e.g., respond to safety concerns presented by parents vs. student behavior problems reported by contractor bus drivers. The employee identifies the nature of the problem or issue and determines the need for additional information through verbal contacts and review of regulations, policies and other guidelines. Makes recommendations or takes action based on the individual situation.

FACTOR 5, Scope and Effect FL 5-3, 150 Pts

The purpose of the work is to provide support to higher-grade employees in providing safe, responsive and efficient school bus transportation for DoDEA students. The employee's work product contributes to reduced transportation costs for DoDEA through enforcement of DoD policies, contract obligations, and recovery of government funds from contractors who fail to meet contract requirements.

FACTOR 6, Personal Contacts FL 6-2
and
FACTOR 7, Purpose of Contacts FL 7-b = 75 Pts

Contacts are with other Transportation staff members, contracting staff members, school principals, students, parents, community commanders, safety and security personnel, and contractor representatives. The purpose of the contacts is to discuss student transportation concerns, to plan and coordinate school bus routes to achieve safety, responsiveness and efficiency, to provide information on routes and schedules, to investigate incidents, and obtain information to evaluate the quality of such factors as vehicle dependability and contractor performance.

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. Occasional travel within the area of responsibility by government vehicle is required.

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. Occasionally work is performed outside in moderately inclement weather. The incumbent is subject to a variety of environmental conditions typical of the area in which traveling, to include the potential for exposure to acts of terrorism.

SPECIAL REQUIREMENTS: Incumbent must obtain and maintain a valid motor vehicle operator's license.