

# ARMY POSITION DESCRIPTION

PD#: JJIG080041

Sequence#: VARIES

Replaces PD#:

## DIRECTOR, RELIGIOUS EDUCATION

GS-1701-11

**Organization Title:**

**POSITION LOCATION:**

**Servicing CPAC:** GRAFENWOEHR AREA, GERMANY **Agency:** VARIES

**Installation:** VARIES

**Army Command:** VARIES

**Region:** EUROPE

**Command Code:** VARIES

**POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION:**

**Citation 1:** OPM PCS GEN EDUC & TRNG SERIES, GS-1701, OCT 91

**Citation 2:** OPM INTRO TO THE POSITION CLASSIFICATION STANDARDS, AUG 91

**Citation 3:** OPM GLG / INSTRUCTIONAL WORK, MAR 89

**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.*

**Supervisor Name:** PIES COL, KEVIN M **Reviewed Date:** 07/24/2017

**Classification Review:** *This position has been classified/graded as required by Title 5, U.S. Code in conformance with standard published by the U.S. Office of Personnel Management or if no published standards apply directly, consistently with the most applicable published standards.*

**Reviewed By:** IMCOM STANDARDIZED PD

**Reviewed Date:** 07/17/2008

**POSITION INFORMATION:**

**CONDITION OF EMPLOYMENT:**

**POSITION ASSIGNMENT:**

Cyber Workforce:

- **Cert Type/Level Required 1:**  
VARIES
- **Cert Type/Level Required 2:**  
VARIES
- **Cert Type/Level Required 3:**  
VARIES

**FLSA:**

**FLSA Worksheet:**

**FLSA Appeal:** NO

**Bus Code:** VARIES

**DCIPS PD:** NO

- **Mission Category:**  
VARIES
- **Work Category:**  
VARIES
- **Work Level:**  
VARIES

**Acquisition Position:** NO

- **CAP:**
- **Career Category:**
- **Career Level:**

**Functional Code:** 00

**Interdisciplinary:** NO

**Supervisor Status:**

VARIES

**PD Status:** VERIFIED

**POSITION DUTIES:**

**SUPERVISORY CONTROLS**

**Drug Test Required:**  
VARIES

**Financial Management Certification:**

**Position Designation:**  
VARIES

**Position Sensitivity:**  
VARIES

**Security Access:** VARIES

**Emergency Essential:**

**Requires Access to Firearms:** VARIES

**Personnel Reliability Position:** VARIES

**Information Assurance:**  
VARIES

**Influenza Vaccination:** NO

**Financial Disclosure:**  
VARIES

**Financial Disclosure:** NO

**Enterprise Position:**  
VARIES

**Competitive Area:**  
VARIES

**Competitive Level:**  
VARIES

**Career Program:** VARIES

**Career Ladder PD:** YES

**Target Grade/FPL:** 11

**Career Pos 1:**  
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**Career Pos 2:**

**Career Pos 3:**

**Career Pos 4:**

**Career Pos 5:**

**Career Pos 6:**

The Garrison Chaplain provides overall vision and discusses program objectives, priorities, broad areas of focus and the overall results expected. The incumbent exercises responsibilities independently and without technical supervision and is expected to exercise substantial initiative and judgment in establishing and implementing the religious education goals, objectives, and programs. Performance is evaluated in terms of achievement of overall objectives and effectiveness in enhancing the process of planning, coordinating and executing religious education programs/services. Guidelines are available but often inadequate in dealing with the more complex or unusual

problems. The incumbent is required to use resourcefulness, initiative, and judgment based on experience to deviate from or extend traditional methods and practices in developing solutions to problems where precedents are not applicable. This level may include responsibility for development of material to supplement existing curriculum and to interpret higher headquarters guidelines. The personal contacts are with employees in the same agency but outside the immediate organization; as well as key members of the surrounding community, which may include religious leaders, consultants, contractors and/or business executives in a moderately unstructured setting. Contacts are for the purpose of influencing other officials to accept recommendations which may involve conflicting or competing objectives, or resource problems.

## MAJOR DUTIES

Responsible for comprehensive program for two or more specific faith groups across the Installation. Ensures that soldiers, reservists, authorized civilians, and family members are afforded religious education programs, which allow them to exercise their religious beliefs regardless of faith group. Incumbent must have knowledge and skills to serve as resident expert on all issues, directives and initiatives in relation to religious education services and programs. Incumbent is relied upon to have a comprehensive knowledge of the nature of various faith groups and religious education curriculums and their interrelationships; and how the implementation of quality management principles can increase their effectiveness. Knowledge and skill in applying advanced analytical and evaluative principles and methods in collecting and analyzing information and presenting/reporting of findings and recommendations in relationship to the efficiency and effectiveness of the garrisons religious education programs and services. Knowledge of the Chaplain programming and budgetary policies and short and long term program objectives; and knowledge of laws, regulation, and policies affecting the use of program resources (employees, money and equipment). Incumbent is relied upon to have the ability to compile, analyze, report and take corrective actions pertaining to the programs funding, and education curriculum preparation and execution. Incumbent is relied upon to have skills to organize and deliver briefings to various groups to encourage understanding and acceptance of findings and recommendations. As such, incumbent performs the following:

1. Advise: Advises Garrison Chaplain on multiple faith groups for medium size installation. Provide guidance in matters of religious education, youth ministry, administers, and coordination of the program. Reviews and evaluates religious education and youth ministry needs and programs. Develops curriculum, theological instruction, teacher training and volunteer requirements. Advises on appropriate courses of action to improve programming. Guides and trains both Religious education and youth ministry specialists on leadership and instruction skills. Reviews policies from higher headquarters and advises on actions necessary to establish policy framework for religious education and youth ministry. 20%
2. Fiscal Management: Assesses resource needs and deficits in order to meet the needs of religious education programming across the Installation. Assesses religious education

needs of various groups such as junior enlisted personnel, young married couples, NCOs, officers, military civilians, family members, DOD contractors, and retirees through use of surveys, questionnaires, and through personal community involvement. Ensures a comprehensive RE strategy for soldiers, authorized civilians, and family members. Conducts research and develops initiatives in the area of religious education and youth ministry. Identifies cutting-edge religious education and youth ministry resources and trends. Ensures integration of these resources into Installation systems. Determines the requirement for specific faith classes/courses and establishes their priority in view of available time and resources, project schedules, and relationship to the objectives of the total education program under constantly changing situations (e.g., funding availability, conflicts with training exercises and deployments of personnel. Takes appropriate action to revise programs, add or change courses, and develop new courses and educational and training material to improve the overall Religious Education Program. Develops appropriated and non-appropriated portion of the Garrison Chaplain's Master Religious Program budgeting and planning document. Briefs the Chaplain and staff on the status and needs of the religious education program. Identifies and recommends appropriate material and personnel resources to ensure responsiveness to the educational needs of the various religious and demographic groups (i.e, families, single soldiers, DOD civilians, etc,) on the installation. 20%

3. Planning and Directing: Serves as Installation focal point for policies and practices in religious education and youth ministry. Provides input to the religious education strategic plan. Develops installation RE marketing and advertising plan with emphasis on religious education and youth ministry. May serve, as a rotating member on Religious Education Leadership Council, the Religious Education Conference Committee and other committees deemed necessary. Establishes requirement and distributes information on deployment resources for all faith groups. Establishes and coordinates with regional joint service religious education and youth ministry networks. Serves as member of DOD joint service religious education task group. 20%

4. Operations: Serves as focal point for implementation of religious education and youth ministry. Provide marketing and advertising for emphasis on religious education and youth ministry. Utilizes cutting-edge religious education and youth ministry resources and trends. Integrates these resources into religious education programs. Integrates technological developments into religious education programs. Ensures appropriate religious educational literature, training aids, etc., to meet program objectives. Acts as a liaison with other congregations in planning community wide programs. Serves as member of chapel council(s). 20%

5. Personnel Management: Provides for training and mentoring of religious education and youth ministry. Recruits volunteer workers for all phases of the program. Serves as primary administrator for religious education and youth ministry volunteers. Assures RE and Youth Ministry volunteer job descriptions are current and accurate. Promotes Chaplain's religious education and youth ministry volunteer recognition program. 10%

6. Training: Administers all religious education and youth ministry. Assist in the

Chaplain's religious education and youth ministry volunteer recognition program. Evaluates the Installation Training Plan for religious education and youth ministry personnel, to include volunteer personnel. Develops religious education and youth ministry portion of the installation-training plan for chaplains, chaplain assistants, civilian, and volunteers. Administers religious educator life cycle for continuing professional development. Serves as member of installation training council. Supplies annual religious education and youth ministry input at Installation CAST training events. Coordinates annual installation-level training conference for religious education and youth ministry personnel. Administers Religious Education and Youth Ministry Grant program to fund critical and futuristic research elements. Participates in the graduate level education for federal service religious educators. 10%

Performs other duties as assigned.

NOTE: The employee must be able to obtain and maintain a Secret clearance.

#### **Fair Labor Standards Act (FLSA) Determination**

**1. Availability Pay Exemption** - (e.g., Criminal Investigators, U.S. Customs and Border Protection pilots who are also Law Enforcement Officers).

**2. Foreign Exemption** - (Note: Puerto Rico and certain other locations do not qualify for this exemption - [See 5 CFR 551.104](#) for a list of Nonexempt areas.)

**3. Executive Exemption:**

a. Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND

b. Customarily and regularly directs 2 or more employees, AND

c. Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.

Note: Shared supervision or "matrix management" responsibility for a project team does not meet the above criteria. Limited "assistant manager" functions

or “acting in the absence” of the manager does not meet the above criteria.

#### **4. Professional Exemption:**

a. Professional work (primary duty)

b. Learned Professional, ([See 5 CFR, 551.208](#) )  
(Registered Nurses, Dental Hygienists, Physician’s Assistants, Medical Technologists, Teachers, Attorneys, Physicians, Dentists, Podiatrists, Optometrists, Engineers, Architects, and Accountants at the independent level as just some of the typical examples of exempt professionals).  
Or

c. Creative Professional, ([See 5 CFR, 551.209](#) )  
(The primary duty requires invention and originality in a recognized artistic field (music, writing, etc.) and does not typically include newspapers or other media or work subject to control by the organization are just some examples of Creative Professionals). Or

d. Computer Employee, ([See 5 CFR, 551.210](#) ) ( must meet salary test and perform such duties as system analysis, program/system design, or program/system testing, documentation, and modification). Computer manufacture or repair is excluded (non-exempt work).

#### **5. Administrative Exemption:**

a. Primary duty consistent with [5 CFR 551](#) (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require exercise of discretion & independent judgment.

**FLSA Conclusion:**

**Exempt**

**Non Exempt**

**FLSA Comments/Explanations:**

Not Listed

**CONDITIONS OF EMPLOYMENT & NOTES:**

**POSITION EVALUATION:**

Not Listed