

ARMY POSITION DESCRIPTION

PD#: JJIG080036

Sequence#: VARIES

Replaces PD#:

DIRECTOR, RELIGIOUS EDUCATION

GS-1701-12

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 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: COL KEVIN PIES

Reviewed Date: 08/11/2016

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: HQ IMCOM

Reviewed Date: 07/10/2008

POSITION INFORMATION:

CONDITION OF EMPLOYMENT:

POSITION ASSIGNMENT:

Cyber Workforce:

Drug Test Required:

Competitive Area:

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

VARIES
Financial Management Certification:

VARIES
Competitive Level:
VARIES

Career Program: VARIES

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

FLSA: EXEMPT

FLSA Worksheet:
EXEMPT

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: 93

Interdisciplinary: NO

Supervisor Status:
VARIES

PD Status: VERIFIED

POSITION DUTIES:

SUPERVISORY CONTROLS

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

Career Ladder PD: YES
Target Grade/FPL:

Career Pos 1:
[JJ478711](#) GS-1701-11

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. As the Director of Religious Education, 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. In consultation with the Chaplain the incumbent develops deadlines, projects and work to be done. 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. Available guidelines include general administrative policies and management and organizational theories which require considerable

adaptation and/or interpretation for application to issues and problems studied. The employee develops more specific guidelines and directives for installation-wide implementation of faith groups and religious education programs/services managed. 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 Chaplain on single to large multiple faith group Installation matters of religious education and youth ministry. Administers and coordinates the program with the Chaplain and other religious educators within the Region. Assesses and evaluates religious education and youth ministry needs and programs. Develops curriculum, theological instruction, teacher training and volunteer requirements for the full range of specific faiths. Advises on appropriate courses of action to improve programming. Guides and trains both Religious education and youth ministry specialists on enhancing 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: Assesses resource needs and deficits in order to meet the needs of religious education programming for the full range of faiths 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 their family members. Conducts research and develops initiatives in the areas of religious education and youth ministry. Identifies cutting-edge religious education youth ministry resources and trends. Ensures integration of these resources into installation religious education systems. Determines the requirements for the various 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 new and changing conditions. 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 nonappropriated portion of the Installation 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 broad and varied religious and demographic groups (i.e., families, single soldiers, DOD civilians, etc.) on the installation.

20%

4. Operations: Serves as installation focal point for policies and practices in religious

education and youth ministry. Acts as a liaison with installation directorates and higher headquarters. Coordinates religious education strategic plan. Develops program marketing and advertising for the installation 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. Recommend and coordinates regional joint service religious education and youth ministry networks. Serves as member of DOD joint service religious education task group. Integrates technological development into army religious education.

20%

5. Personnel Management: 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. Develops religious education and youth ministry portion of the installation-training plan for chaplains, chaplain assistants, and civilian personnel. Administers religious educator life cycle for continuing professional development. Provides for training and mentoring of religious education and youth ministry, to include volunteers. 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.

Fair Labor Standards Act (FLSA) Determination = (EXEMPT)

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:

OCONUS / overseas location : Germany (EUROPE).

CONDITIONS OF EMPLOYMENT & NOTES:

- This position requires a noncritical sensitive clearance.

POSITION EVALUATION:

CLC: 00K0

CP : 31

CA : IW

UIC: W6FMAA (USAG Bavaria)

This evaluation was added for positions in IMCOM-E.

This PD was developed for employees with equivalent legacy grades GS-09 through GS-12 levels for pay purposes. Title 5, United States Code states “Variations in rates of basic pay paid to different employees will be in proportion to substantial differences in the difficulty, responsibility, and qualification requirements of the work performed....Although there are similarities in the kind and subject-matter of the work and the qualification requirements; the level of difficulty and responsibility differs as the garrison size and composition changes. In order to comply with current guidance and provide garrisons with a tool for determining appropriate equivalent pay level(s) for their employees; the following pay lanes have been developed and approved.

a. YA-1701-02/GS-09 Level, IG080037, Director, Religious Education - This position is responsible for comprehensive program for at least one specific faith group on a Small Installation.

b. YA-1701-02/GS-11 Level, IG080041, Director, Religious Education - This position is responsible for comprehensive program for two or more specific faith groups across a medium-size Installation.

c. YA-1701-02/GS-12 Level, IG080036, Director, Religious Education - This position is responsible for comprehensive program for multi-faith groups at a large installation.

Sent: Wednesday, October 22, 2008 2:20 PM

Mr. Bailey,

“I agree with your recommendation for determining the pay lanes ”

Jack N. Anderson
Religious Education Program Director
Headquarters, Installation Management Command

Evaluation:

1. References:

a. OPM PCS, General Education and Training Series, GS-1701, October 1991.

b. Introduction to the Position Classification Standards, August 1991.

c. OPM PCS, Grade Level Guide for Instructional Work, August 1989 (Part I and Part II)

2. Series and Title Determination. The purpose of this position is to serve as educator with the responsibility for designing and implementing an effective religious program for a multi- faith Installation. As such, the incumbent directs and coordinates a full scope of

functions and activities to include instruction, curriculum development and evaluation, logistics, and advising the installations Chaplain on religious issues, needs, and solutions. The paramount qualification requirement of this position involves professional work in the field of education with the emphasis in theology. Accordingly, this meets the definition described in reference 1.a., which includes positions duties of which are to administer and develops professional work in education when (1) the work may be identifiable with more than one education series, or (2) the combination of professional knowledge is not provided in another series, or (3) the work is in a Specialized professional field not readily identifiable with the existing series in the group. In accordance with the series definition of reference 1.a, the position is appropriately classified in the GS-1701 series, General Education and Training Series. Also, in accordance with titling practices, in reference 1.b., an appropriate construction title is Director, Religious Education.

3. Grade Determination. The GS-1701 series does not provide grading criteria. Reference c. is selected for use since it addresses professional work in the field of education. The standard uses two factors (1) Nature of Assignment and (2) Level of Responsibility, in determining the grade.

a. Nature of Assignment: The incumbent is responsible for direction, developing, and implementing an effective religious education program for a multi-faith military community. This requires a variety of knowledge in theology, education, and the social sciences and skills in curriculum, volunteer management, instruction, and overall administration. The position in some instances is considered to be a teacher, administrator, and supervisor requiring frequent contact with military Commanders, First Sergeants, parents, and external resource personnel in coordinating the program. The incumbent is regularly responsible for researching, writing, and presenting instruction and/or curriculum development in a wide variety of subject areas depending upon the age and educational level of the audience. For instance, he/she may provide instruction in church history, sacraments, Reformation, Old and New Testament, Hebrew, and other faiths as deemed necessary by the Chaplain. Because this position services the full array of religious faiths, unique and special courses involving new, little researched fields may need to be developed. On these occasions, course content is considered to be graduate level courses; This is considered to be a substantial match with GS-12 (Part I & II) criteria where employees are responsible for producing complete (full length), self-contained, training products that last several months in a broad specialty area. Additionally, the instructor duties are compatible with the GS-12 level. The standard refers to graduate level classes or course requiring extensive fact-finding and development of source information, and involves more problems in selecting, interpreting and adapting materials than at the GS-11 level. By servicing a multi-faith installation, the DRE is responsible for training and adapting course content to meet the differing needs and education levels of church volunteers. It may require he/she to completely revise the subject area, specifically, by developing new lesson plans and teaching strategies, adapting audio-visual resources to different educational contexts, and creating supplemental materials to meet needs of special situations. Due to the gaps in information and incomplete research found in some religions, the course development and

maintenance duties described above definitely surpass the GS-11 criteria. Accordingly, GS-12 is considered the appropriate grade level for this factor.

b. **Level of Responsibility:** The incumbent of this position receives general supervision from the Installation Chaplain who discusses overall program objectives and delegates responsibility for accomplishment of assigned areas of responsibility. The Chaplain and DRE agree on course development and course content. Work is reviewed for effectiveness and consistency with educational philosophy, objectives of program, and policies of the Chaplain. This is a substantial match to the GS-12 (Part I) grade level where employees receive guidance from the department head concerning topics, with the instructor participating and determining specific course content. Duties and responsibilities surpass the GS-11 level. At this level instructors receive course assignments with the course objectives, topic to be covered and general content in a prescribed form. Work is reviewed to determine if it is technically accurate and meets the objectives. In comparison, the level of responsibility fits the GS-12 criteria.

c. Both factors equate to the GS-12 grade.

4. **Final Classification:** Director, Religious Education, GS-1701-12.

Note: All positions are considered professional religious educators who serve in the capacity of Directors of Religious Education on the staff of chaplains in the military services. These positions are excepted appointments.

This position requires a noncritical sensitive clearance.