

# ARMY POSITION DESCRIPTION

**PD#:** HUIG040015

**Sequence#:** VARIES

**Replaces PD#:**

## RELIGIOUS EDUCATION SPECIALIST

**GS-1701-09**

**Organization Title:**

**POSITION LOCATION:**

**Servicing CPAC:** KAISERSLAUTERN, 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

**Citation 3:** OPM INTRO TO THE POSITION CLASSIFICATION STANDARDS, AUG 91

**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:**

**Reviewed Date:**

**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:** IMA HQ

**Reviewed Date:** 11/15/2005

**POSITION INFORMATION:**

**CONDITION OF EMPLOYMENT:**

**POSITION ASSIGNMENT:**

**Cyber Workforce:**

**Drug Test Required:**  
VARIES

**Competitive Area:**  
VARIES

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

**FLSA: NON-EXEMPT**

**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 CONTROL:**

Performs under general supervision of the Installation Director of Religious Education (DRE). The Installation DRE provides overall vision and identifies broad areas of focus. Employee exercises initiative and judgment in carrying out policy and procedures for religious education and youth programs with the specific faith group. The DRE is available for advice and assistance on unusual or atypical situations, which are normally presented with recommended solutions. Work is normally reviewed for compliance with applicable regulations, policies, and procedures.

**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 Level:**  
VARIES

**Career Program: VARIES**

**Career Ladder PD: NO**

**Target Grade/FPL: 09**

**Career Pos 1:**

**Career Pos 2:**

**Career Pos 3:**

**Career Pos 4:**

**Career Pos 5:**

**Career Pos 6:**

## SCOPE

Responsible for comprehensive program for one specific faith group on 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.

## MAJOR DUTIES

1. Advises: Advises Installation DRE and senior faith group Chaplain on Religious Education and youth program. Provides leadership, guidance, and programming for one or more worshipping communities of the same faith group. Supervises instruction given in all age groups and gives technical advice and guidance. Assesses and evaluates religious education and youth ministry needs and programs. Recommends courses of action to improve programming. Executes policies from higher headquarters and initiates actions necessary to implement policy for religious education and youth ministry.

10%

2. Fiscal Management: Provides input to Installation DRE for annual and monthly budgets for religious education materials and support activities. Assesses resource needs and deficits in order to meet the needs of religious education programming for the specific faith group. Provides input for the religious education portion of the Command Master Religious Program budgeting and planning document. Requests appropriate funding according to Installation procedures.

10%

3. Planning and Directing: Implements actions necessary to affect a comprehensive faith group religious education and youth ministry program. Provides a comprehensive Religious Education (RE) program for soldiers, authorized civilians, and their family members. Organizes initiatives in the area of religious education and youth ministry. Coordinates use of religious education facilities and equipment.

25%

4. Operations: Serves as specific faith group focal point for implementation of religious education and youth ministry. Provide marketing and advertising for faith group 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 development into religious education programming. 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).

35%

5. Personnel Management: Recruits volunteer workers for all phases of the program. Serves as primary administrator for all religious education and youth ministry

volunteers within the faith group. Assures RE and Youth Ministry volunteer job descriptions are current and accurate. Promotes Chaplain's religious education and youth ministry volunteer recognition program. Ensures volunteers are appropriately recognized at all levels.

10%

6. Training: Ensures and makes provision for training and mentoring of religious education and youth ministry personnel. Participates in Installation-level training. Pursues graduate level education for federal service religious educators. Participates in annual Army religious education conference. Attends courses, upon approval of Installation DRE, that are required for maintaining and improving professional status.

10%

Performs other duties as assigned.

### **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:**

Position location is OCONUS in Europe, Germany and therefore coded with "Foreign Exemption".

**CONDITIONS OF EMPLOYMENT & NOTES:**

- This position requires a SECRET (noncritical sensitive) clearance. - CHILD CARE BACKGROUND CHECK IS REQUIRED FOR THIS POSITION. EMPLOYEES ON THIS POSITION ARE REQUIRED TO OBTAIN AND MAINTAIN A SUCCESSFUL BACKROUGND CHECK. CLC: 00K0 CP : 31 CA :

**POSITION EVALUATION:**

1. References

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

b. OPM PCS, Grade Level Guide for Instruction Work, March 1989.

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

2. Series and Title Determination. The purpose of this position is to serve as an educator with responsibility for implementing an effective religious program for the military community. As such, the incumbent coordinates functions and activities to include instruction, curriculum development and evaluation, logistics, and advising the Director of Religious Education on religious issues and needs. The paramount qualification requirement of this position involves professional work in the field of education with emphasis on theology. Accordingly, this meets the definition described in reference 1.a. which includes positions that administer and develop 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 other existing series in the group. In contrast, the GS-1710 (Education and Vocational Training) series and GS-1740 (Education Services Series) would not be appropriate for these occupations. As the series definitions and titles indicate these jobs are associated with elementary and secondary education (public school administration), and/or the administration of an

education program involved in individualized career related or self-development programs (Army Continuing education). Therefore, in accordance with the GS-1701 series definition, the position is appropriately classified in the GS-1701 series, General Education and Training Series. Also, in accordance with titling practices, in references 1.b. and 1.c., an appropriate constructed title is Religious Education Specialist.

3. Determination of Grade: The GS-1701 series does not provide grading criteria. Reference 1b 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 developing and implementing an effective religious education program for the military community. This requires a variety of knowledge in theology, education, social science, and, skill in developing curriculum, volunteer management, instruction and general administration. The assignment characteristics meet the GS-9 level. The position applies the knowledges, principles, methods, and regulations for operation of the religious education program. Typically, assignments are conventional (i.e. organizing volunteers for Sunday School or retreats). Curriculum is standard or requires minor revision (substituting different audio-visuals then ones recommended by the teacher guides), and the environment structured. Instructional areas are primarily limited to teacher workshops, subject matter updates for teachers and volunteers, lay ministry formation classes and/or other comparable courses, which would be equivalent to the elementary/secondary school level. In contrast, the GS-11 deals with the more substantive religious instruction such as Old Testament. Church History, World Religion, Hebrew, etc., which lasts several months, requires research and course modification.

b. Level of Responsibility: The DRE defines the general objectives, relationship to other areas and results expected. Much of the duties are completed independently, and the DRE gives advice on potential problems and is consulted when unexpected problems arise. All work is reviewed when it deviates from policy. The above criterion matches the GS-9. In contrast, at the GS-11 level, the DRE discusses overall program objectives and delegates responsibility for accomplishment of assigned areas. The DRE is available for advice and assistance on unusual or atypical situations, which are normally presented with recommended solutions. Work is normally reviewed for compliance with applicable regulations, policies, and procedures.

c. Both factors equate to the GS-09 criteria. Therefore, GS-09 is the appropriate grade level for this position.

4. Classification: Religious Education Specialist, GS-1701-09

Note: This is a projected position. Subject to post-audit review and reclassification based on actual duties and responsibilities assigned and performed.