



ARMY POSITION DESCRIPTION

PD#: JUIG080041	Sequence#: VARIES	Replaces PD#:
DIRECTOR, RELIGIOUS EDUCATION GS-1701-11		
Organization Title:		
POSITION LOCATION:		
Servicing CPAC: CPAC BENELUX BELGIUM Installation: VARIES Region: EUROPE	Agency: VARIES Army Command: VARIES 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		
<p>Supervisory Certification: <i>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.</i></p>		
Supervisor Name:	Reviewed Date:	
<p>Classification Review: <i>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.</i></p>		
Reviewed By: IMCOM STANDARDIZED PD Reviewed Date: 07/17/2008		
POSITION INFORMATION: Cyber Workforce: <ul style="list-style-type: none"> • Primary Work Role: VARIES • Additional Work Role 1: VARIES 	CONDITION OF EMPLOYMENT: Drug Test Required: VARIES Financial Management Certification:	POSITION ASSIGNMENT: Competitive Area: VARIES Competitive Level: VARIES Career Program: VARIES Career Ladder PD: NO

<ul style="list-style-type: none"> • Additional Work Role 2: VARIES <p>FLSA: EXEMPT FLSA Worksheet: EXEMPT FLSA Appeal: NO Bus Code: VARIES DCIPS PD: NO</p> <ul style="list-style-type: none"> • Mission Category: VARIES • Work Category: VARIES • Work Level: VARIES <p>Acquisition Position: NO</p> <ul style="list-style-type: none"> • CAP: • Career Category: • Career Level: <p>Functional Code: 00 Interdisciplinary: NO Supervisor Status: VARIES PD Status: VERIFIED</p>	<p>Position Designation: VARIES</p> <p>Position Sensitivity: VARIES</p> <p>Security Access: VARIES</p> <p>Emergency Essential:</p> <p>Requires Access to Firearms: VARIES</p> <p>Personnel Reliability Position: VARIES</p> <p>Information Assurance: VARIES</p> <p>Influenza Vaccination: NO</p> <p>Financial Disclosure: VARIES</p> <p>Financial Disclosure: NO</p> <p>Enterprise Position: VARIES</p>	<p>Target Grade/FPL: 11</p> <p>Career Pos 1:</p> <p>Career Pos 2:</p> <p>Career Pos 3:</p> <p>Career Pos 4:</p> <p>Career Pos 5:</p> <p>Career Pos 6:</p>
--	---	--

POSITION DUTIES:

SUPERVISORY CONTROLS

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.

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:

Meets the foreign exemption criteria.

CONDITIONS OF EMPLOYMENT & NOTES:

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

POSITION EVALUATION:

Comp Level: 0C00
Comp Area: 01
BUS Code: AR3017
Lautenberg Amendment: Not Applicable
Drug Testing: No
Position Sensitivity: 2-Noncritical Sensitive
Secret Access: Yes

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 directing, 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. On those occasions, course content is considered to be junior or senior college (undergraduate) level courses; however, it is also noted that significant adaptation or modification is required in order to teach these or similar subjects to junior or elementary school age children. This is considered to be a substantial match with GS-11 (Part I & II) criteria where employees are responsible for producing complete (full length), self-contained, training products that last several months. Additionally, the instructor duties are compatible with the GS-11 level. The standard refers to upper division undergraduate classes or course requiring significant adaptation or revision. Typically, assignments are characterized by changing or new circumstances, which affect specific situations and require adjustments in methods or approaches different from those already identified. 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. The course development and maintenance duties described above definitely surpass the GS-9 criteria. At this level (GS-9 Part II) the position is responsible for developing short (1 month or less) self-contained training modules and/or providing instruction (Part I) for secondary courses such as world history, math, general accounting, basic management, introductory data processing, etc. In contrast, the position does not consistently compare with the GS-12 criteria. This level refers to assignments characterized by complicating factors (e.g., changing situations or educational developments in the field which supersede established guidelines) or need to pull together two or more different fields (requiring the employee to have knowledge of more than one field) or instructing graduate level or comparable courses. Accordingly, GS-11 is considered the appropriate grade level for this factor.

b. Level of Responsibility: The incumbent of this position receives general supervision from

the Garrison Chaplain who discusses overall program objectives and delegates responsibility for accomplishment of assigned areas of responsibility. The Chaplain is available for advice and assistance on unusual or atypical situations, which are normally presented with recommended solutions. Work is reviewed for compliance with applicable regulations, polices, and procedures. This is a substantial match to the GS-11 (Part I) grade level where employees receive guidance from the supervisor in general terms, with emphasis on any unusually complex or novel problems anticipated and general nature of the results expected. Duties and responsibilities surpass the GS-9 level. At this level instructors carry out their sessions within the prescribed course framework and refer all questions on procedures and policy to the Chaplain and/or assignments begin with a briefing on the project objectives and anticipated problems. Work is thoroughly reviewed to determine if it is technically sound and meets the objectives. In comparison, it does not fit the GS-12 criteria. The work of the GS-12 is reviewed for consistency and with course objectives and program polices, and may require outside contact for source information such as industry, research laboratories, educational institutions, professional associations, libraries, and other agencies or teachings of graduate level courses that develop specific course content.

c. Both factors equate to the GS-11 level.

4. Final Classification: Director, Religious Education, GS-1701-11.

Subject position may be filled at the full performance level or developmental using the following career pattern:

Director, Religious Education, GS-1701-07 PD# IG080035

Director, Religious Education, GS-1701-09 PD# IG080046

Director, Religious Education, GS-1701-11 PD# IG080041

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.

This evaluation was added for position 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