



ARMY POSITION DESCRIPTION

PD#: HUIG080018	Sequence#: VARIES	Replaces PD#:
RELIGIOUS EDUCATION PROGRAM DIRECTOR GS-1701-13		
Organization Title:		
POSITION LOCATION:		
Servicing CPAC: KAISERSLAUTERN, GERMANY 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		
<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: HQ DA/HRC, JOB # IG 080018	Reviewed Date: 07/27/2004	
POSITION INFORMATION: Cyber Workforce: <ul style="list-style-type: none"> • Primary Work Role: VARIES • Additional Work Role 1: VARIES • Additional Work Role 2: VARIES FLSA: EXEMPT	CONDITION OF EMPLOYMENT: Drug Test Required: VARIES Financial Management Certification: VARIES Position Designation: VARIES	POSITION ASSIGNMENT: Competitive Area: VARIES Competitive Level: VARIES Career Program: VARIES Career Ladder PD: YES Target Grade/FPL: 13

<p>FLSA Worksheet: 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 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</p>	<p>Career Pos 1: HU181015 GS-1701-12 Career Pos 2: Career Pos 3: Career Pos 4: Career Pos 5: Career Pos 6:</p>
<p>POSITION DUTIES: Supervisory Controls</p> <p>Works under the general supervision of the Region Chaplain, who provides overall vision and policy guidance and establishes broad areas of focus within established policies and procedures. Employee exercises initiative and judgment in independently planning, directing and establishing Region-wide policy and execution procedures for multiple faith religious education and youth programs. The work is reviewed on the basis of fulfillment of program objectives, soundness of recommendations and achievement of solutions to significant issues and/or problems.</p> <p>Scope</p> <p>Responsible for technical oversight and support of ASG/Installation religious education and youth ministry leaders in their execution of comprehensive religious education programs for all Army and Army Reserve personnel across the Region. Insures that active duty Soldiers, reservists, authorized civilians and family members are afforded religious education programs that allow them to exercise their religious beliefs regardless of faith group.</p> <p>Major Duties</p> <p>1. Advising. Advises and consults with the Installation Management Agency (IMA) Chaplain and Commandant, United States Army Chaplain Center and School (USACHCS) in matters of religious education and youth ministry. Oversees, troubleshoots and evaluates local assessments of religious education and youth ministry needs and programs throughout the Region. Resolves problems and issues of a controversial, complex or precedent setting nature. Recommends courses of action to improve programming. Mentors and provides guidance to ASG/Installation religious education and youth ministry leaders. Provides liaison with the USACHCS and higher headquarters to review and assess policies and doctrine concerning religious education and youth ministry. Recommends actions necessary to modify and implement new religious education and youth ministry policies within the Region area of responsibilities. 25%</p>		

2. Assessing. Assesses resource requirements to meet the needs of religious education programs across the Region. Develops appropriated and non-appropriated religious education portions of the Region Chaplain's Command Master Religious Program (CMRP) budgeting and planning document. Assists ASGs/installations in developing appropriated and non-appropriated religious education portions of the ASG/Installation CMRPs. Assists regional ASGs/installations with resource requirements to ensure timely procurement of material and hiring of personnel. Serves as a member of the Region Chaplain's fund management council. Manages religious education and youth ministry resource initiatives within the Region to fund new, critical, and futuristic research elements. 20%

3. Planning and Directing. Formulates plans, and develops new programs, methods and approaches to affect a comprehensive Region-wide religious education and youth ministry program. Ensures a comprehensive religious education strategy for Soldiers, reservists, authorized civilians and their family members. Ensures that religious education and youth ministry positions are included in all mobilization plans within the Region. Manages and guides research and development initiatives in the area of religious education and youth ministry within the Region. Ensures that any new technological advances are incorporated into the regional program. Manages Region-wide religious education facility construction and renovation plans. 25%

4. Coordinating. Serves as Region focal point for policies and practices in religious education and youth ministry. Acts as liaison with higher headquarters, Region directorates, and ASGs/installations for religious education issues. Manages marketing and advertising for Region, with emphasis on religious education and youth ministry. Convenes long and short-term Region religious education and youth ministry committees. May serve as rotating member of the Religious Education Strategic Planning Committee, the Religious Education Credentialing Committee, the Religious Education Conference Committee and other committees deemed necessary. Conducts studies as necessary, to identify cutting-edge religious education and youth ministry resources and trends. Ensures the integration of new technology and training resources into the Region-wide religious education program. Establishes requirement and distributes information on deployment resources for all faith groups within the Region. 15%

5. Administering.

a. Personnel. Serves as liaison with the Army DRE Proponent at DACH. Serves as liaison with ASGs/installations for all religious education personnel actions within the Region. Serves as technical supervisor and mentor of all subordinate religious educators within the Region. Ensures that all subordinate religious education job descriptions are current and accurate. Ensures that religious education civil service personnel are appropriately recognized throughout the Region. Manages Region Chaplain's religious education and youth ministry volunteer recognition program. Designs and manages Region level recruitment plan for professional religious educators and youth ministry workers.

b. Training. Evaluates ASG/Installation training plans within the Region for religious education and youth ministry personnel. Assists ASGs/installations in writing religious education and youth ministry portion of their training plans for chaplains, chaplain assistants, civilian personnel, and volunteers. Designs and develops new and special course materials in areas where innovative material presentations and media may be needed. Manages civil service religious educator life cycle for continuing professional development. Ensures and makes provision for training and mentoring of professional and volunteer religious education and youth ministry personnel. Serves as member of Region Chaplain's training council. Provides annual Region level training conference for religious education and youth ministry personnel. 15%

Performs other duties as assigned.

CONDITIONS OF EMPLOYMENT FOR US CITIZEN OCCUPANTS ONLY:

1. Position may be designated Emergency Essential (E-E) in support of mobilization and wartime mission. If designated E-E, employee will be required to remain in the overseas position in the event of hostilities or mobilization until relieved by proper authority. E-E employees are required to undergo nuclear-biological and chemical training and to participate in readiness tests, mobilization, alerts, and field training exercises. Employee must pass a medical examination and receive required immunizations for the overseas/deployed location. Prior to appointment to the position, employee will sign a statement agreeing to the E-E condition of employment.
2. Position may require that employee pass screening for illegal drug use prior to appointment and subsequent periodic drug screening thereafter.
3. Duties of this position may require the employee to obtain and maintain the designated security clearance. If a top secret clearance is required, employee must pass screening for illegal drug use prior to appointment and subsequent periodic drug screening thereafter.

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:

CONDITIONS OF EMPLOYMENT & NOTES:

POSITION EVALUATION:

CLC: 00B0

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 an educator with responsibility for designing and implementing an effective religious program for multi-faith Installations in a region. As such, the incumbent directs and coordinates the full scope of regional functions and activities to include instruction, curriculum development and evaluation, logistics, and advising installation Chaplains 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 constructed 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 serving as the chief educator and technical consultant on regional religious education programs. Provides advice and

assistance to other installation DREs concerning directing, developing, and implementing an effective religious education and youth ministry program for the full array of faiths at installation military communities within a region. This requires a variety of knowledge in theology, education, the social sciences and skills in curriculum development, volunteer management, instruction, and overall religious education administration. Incumbent is considered the regional authoritative consultant and troubleshooter on controversial and precedent setting issues. The incumbent is regularly responsible for analyzing and assessing installation programs and developing and/or recommending new or modified programs. Most of the issues on which advice and assistance are provided involve diverse views and may affect fundamental religious policy issues regarding church history, sacraments, Reformation, Old and New Testament, Hebrew teaching, or other matters of considerable consequence. Because this position services the full array of religious faiths in a region, unique and highly individualized courses involving new, little researched fields may need to be developed. On these occasions, course content is considered to be highly complex graduate level work; Such duties are considered a substantial match with GS-13 level (Part I & II) criteria where employees are known technical authorities and trouble shooters who plan and develop innovative programs, assess results, and based on findings, develops and installs new program methods and approaches and technology to meet specific needs of religious communities, youth ministers and practitioners. Additionally, the instructor duties are compatible with the GS-13 level. The standard refers to graduate level classes or courses that are unusually broad and highly complex requiring development of source information because reference sources and material is nonexistent or obsolete, resulting in research that significantly adds to knowledge in the field or a new viewpoint on existing theories and philosophies. By servicing a multi-faith installation, the regional DRE is responsible for training and adapting course content to meet the differing needs and education levels of faith communities, church volunteers and youth ministers. It may require he/she to completely revise the subject area, specifically, by developing new or modified lesson plans and teaching strategies, adapting audio-visual resources to different educational contexts, and creating supplemental materials to meet specific needs of special communities or developing special instructor workshops. 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-12 criteria where the instructor Accordingly, GS-13 is considered the appropriate grade level for this factor.

b. Level of Responsibility: The incumbent of this position receives general supervision from the Installation Management Agency (IMA) Chaplain who discusses broad program objectives, priorities and budget parameters. Independently, plans and conducts work assignments and projects in areas of responsibility within the region. The Chaplain and DRE agree on overall course development and regional education program approach. Work is reviewed for soundness, adequacy of technical detail and consistency with educational philosophy, budget resources, objectives of program, and policies of the Chaplain. This position is a substantial match to the GS-13 (Part II) grade level where employees serves as the chief education authority for a region, overseeing, coordinating, and evaluating the overall religious education program and making recommended changes and modifications for improvement. Duties and responsibilities surpass the GS-12 level where the instructor is only responsible for developing specific course content based on prescribed topics to be covered. Work is reviewed to determine if it is technically accurate and meets the objectives. At this level (GS-13), instructors devise the original plan and basic course concept and ensure that their courses mesh with other related courses. Grade GS-13 level work is reviewed for consistency with budget resources and program objectives. In comparison, the level of responsibility fits the GS-13 criteria.

b. Both factors, 1) Nature of assignment, and 2) Level of responsibility equate to the GS-13 grade. Therefore, GS-13 is considered the appropriate grade level for this position.

4. Final Classification Determination:

c. Religious Education Program Director, GS-1701-13.