POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.

2. Reason for Submission: ☐ Redescription ☑ New ☐ Reestablishment ☐ Other

Explanation *(Show any positions replaced)*

NAF PD 205

3. Service: ☐ Hdqtrs ☑ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act: ☑ Exempt ☐ Nonexempt

8. Financial Statements Required: ☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action: ☐ Yes ☑ No

10. Position Status: ☑ Competitive ☐ Excepted *(Specify in Remarks)* ☐ SES (Gen.) ☐ SES (CR)

11. Position Is: ☑ Supervisory ☐ Managerial ☐ Neither

12. Sensitivity: ☑ 1--Non-Sensitive ☐ 3--Critical ☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Regional Child & Youth Program Mgr	NF	0301	05	SN	10/9/08
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Regional Child & Youth Program Mgr	NF	0301	05		

16. Organizational Title of Position *(if different from offiical title)*

Regional Child and Youth Program Manager

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment

DEPARTMENT OF THE NAVY

a. First Subdivision

COMMANDER NAVY INSTALLATIONS COMMAND

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*

20. **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.*

a. Typed Name and Title of Immediate Supervisor

Signature | Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

G. YOUNG

CNIC CYP

Signature: Greg Young | Date: 10/9/08

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action

S. J. NEW

PRINCIPAL CLASSIFIER

Signature: S New | Date: 10/9/08

22. Position Classification Standards Used in Classifying/Grading Position

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks

IMMEDIATE SUPERVISOR WILL SIGN IN BLOCK 20a TO VERIFY ACCURACY WHEN PD IS USED

25. Description of Major Duties and Responsibilities *(See Attached)*

Regional Child and Youth Program Manager
GS-0301-13 or NF-0301-05

Introduction

The purpose of the Regional Child and Youth Program (CYP) Manager is to facilitate the provision of safe, healthy, secure and developmentally appropriate child and youth services. The primary functions of this position are to: (1) monitor Navy-wide policies for Child Development Centers (CDC), Child Development Homes (CDH), School Age Care programs (SAC), Youth Programs (YP), and Resource and Referral (R&R) programs; (2) provide technical direction and guidance for the functional operation of such programs; and (3) assess the Department of the Navy's (DoN) compliance with the Military Child Care Act (MCCA) of 1989.

The incumbent plans and executes the Regional CYP through the administration, operation and technical direction of all delivery systems and program components. A variety of services are provided for children and youth from 6 weeks to 18 years of age in accordance with demand and available funding, including: full time child care programs; before and after school care; recreational programs; and teen, sports and fitness programs. Offerings also include special considerations for part day care, hourly care, evening and weekend care, emergency care, special needs care, respite care, parent education, and extended staff development programs. The Resource and Referral program facilitates the identification of child and youth services and subsequent placement of children and youth for authorized patrons and provides information and education on child and youth choices and availability/assistance in locating appropriate options.

Major Duties and Responsibilities

The Regional CYP Manager is responsible for the administration, operation and technical direction of the CYP, which includes several different departments and types of services, each requiring special planning and administrative skills. Major duties include those related to program operations/management, budgeting and financial management, personnel management, policies and procedures, communication, and compliance, among other tasks. These tasks are summarized below.

Program Operations/Management

- Ensures the overall successful administration and operation of the CDC, CDH, SAC, YP and R&R programs for the region.
- Responsible for technical assistance and program oversight to ensure quality of programs and services within the region.
- Assists commands in achieving and maintaining national accreditation.
- Ensures implementation of developmentally appropriate programs and curriculum based on National Association for the Education of Young Children (NAEYC), National Afterschool Association (NAA), National Association of Family Child Care (NAFCC), as well as other affiliated programs such as the Boys and Girls Club of America (BGCA) and 4-H.
- Ensures the development and implementation of a comprehensive training program for CYP staff and CDH providers to ensure the operation of developmentally appropriate programs and to provide opportunities for professional growth.

- Ensures the implementation of a comprehensive child abuse and neglect recognition and prevention program.
- Establishes and implements policies pertaining to the admittance of children with special needs to centers and/or homes, including handicapped children and children with chronic illness. Makes recommendations for placement of children in alternate programs when appropriate.
- Develops and implements long and short range operational and facility plans.
- Recommends, initiates, and coordinates projects relating to the CYP and that include but are not limited to, the construction and renovation of facilities and play areas.
- Responsible for the completion and submittal of all regularly scheduled program reports and the development, execution and evaluation.
- Studies needs and develops, adapts, and expands program activities to meet changes in program requirements and/or specific situations.

Budgeting and Financial Management

- Develops and establishes the Region's CYP Non-appropriated fund (NAF) and Appropriated Fund (APF) budgets including CDC, CDH, SAC, YP and R&R budgets.
- Analyzes financial data, reviews budgets, and submits reports and recommendations.
- Ensures CY program directors adhere to authorized methods of acquisition.
- Ensures compliance with all regulations governing the use of appropriated and non-appropriated funds.
- Conducts on-going reviews of financial CYP overall financial status, analyzes and takes corrective action as necessary to ensure the financial soundness of the overall CYP, and prepares justification for funding of program resource requirements and repairs or maintenance of facilities and equipment.

Personnel Management

- Provides for adequate staffing, effective training and appropriate supervision of all CY Programs in the Region.
- Exercises direct supervision over Regional CYP Directors, Regional Resource and Referral Director, other regional CYP positions and indirectly a staff of professional, technical and skilled and unskilled employees.
- Ensures applicable pre-employment and background checks are conducted.
- Maintains current position descriptions.
- Ensures proper and timely initiation and implementation of all personnel actions and assures quality related to selection, assignments, training, promotions, disciplinary actions, and recognition of employees and volunteers.
- Evaluates personnel performance, recommends appropriate personnel actions, and initiates disciplinary action as necessary.
- Coordinates suspected child abuse reports in accordance with established policies and continues with follow up on all reports until closed by investigating agency.
- Supports and carries out all established EEO objectives and policies in matters of personnel management and supervision and communicates support of these policies to CYP employees.

Policies and Procedures

- Responsible for maintenance, security, and safety of all records, reports, files and information for the region and ensures all applicable Navy assets and interests are protected.
- Formulates and monitors the consistent application of policies concerning the administration and management of the Regional CYP.
- Initiates, coordinates, and administers all changes and revisions to the Regional CYP instructions and policy directives and provides interpretation of existing policies and provisions of directives.
- Continuously evaluates management procedures and programs by analysis of financial plans and projections of the various services and activities, analysis of inspection reports, auditing and accounting inspections/visits and by personal visits to activities under the cognizance of Commander Navy Installations Command (CNIC) or other Department of Defense (DoD) components.

Communication

- Represents Commander Naval Region (CNR) Program Manager at military and civilian community conferences or meetings at various locations in relation to regional child and youth programs and services.
- Serves as liaison to local institutions, community and state colleges, State and Federal agencies, national organizations, departments, command and echelons of higher authority to obtain assistance and ensure maintenance of state of the art programs.
- Serves as a member of the Regional Advisory Board (RAB). As a member of the RAB, responsible for communicating information between CNIC and the CY program directors within their region.
- Maintains liaison and communications with other Fleet & Family Readiness Programs, regional headquarters, CNIC, and echelons of higher authority through informal correspondence and personal contact as an advisor on matters of child and youth nature.
- Originates and/or reviews official and unofficial correspondence pertaining to the CDC, CDH, SAC, YP and R&R program and reviews and releases technical and administrative reports as required.

Compliance

- Ensures compliance with fire, safety, sanitation and security regulations.
- Responsible for coordinating and maintaining documentation of program inspections in accordance with cited regulations. Ensures multi-disciplinary inspections are conducted as required by OPNAV and the MCCA.
- Ensures timely corrective action necessary to obtain and retain DoD Certification.
- Ensures compliance with, and is assessed by adherence to the standards and criteria developed by the DoN; DoD; MCCA; DODINST 6060.2, 6060.3 and 6060.4; OPNAVINST 1700.9 series; state licensing; the standards set forth by NAEYC, NAA, and NAFCC; and generally accepted standards of the profession.

Additional Responsibilities

- Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.
- Completes all DoN training requirements.

- Performs other duties as assigned.

Classification Factors

Factor 1. **Knowledge, Skills and Abilities Required by the Position**

- A 4-year degree in field related to business management, school administration, leadership and management, early childhood management or communication AND a minimum of 3 years of professional management, financial management and administrative experience is preferred.
- In-depth knowledge and background in child and youth development programs and services including principles, practices and techniques of early childhood and youth development.
- Possess strong organizational and management skills and supervisory experience in child development, youth programming, and business environments.
- Experience working with military families and an understanding of military lifestyles is preferred.
- Ability to formulate management techniques or practices to accommodate unique or special problems or situations related to the CYP.
- Possess strong leadership skills and able to influence the actions of others in obtaining cooperation and assistance to accomplish the CYP mission.
- Ability to conduct comprehensive analysis of organizational structures, methods, and procedures.
- Possess the necessary skills in program planning and projection, organizing, and administration to devise and carry out the variety of exceptionally complex program components and services in the Region.
- Knowledge of facility design, functional use and maintenance concepts, and other regulations and instructions relative to military CDC, CDH, SAC, and Youth programming, in addition to R&R services.
- Knowledge of EEO program and objectives.
- Possess extensive knowledge of budgeting, financial management and planning and a working knowledge of project planning and initiation including knowledge of construction and special projects.
- Ability to negotiate agreements, settle disputes, obtain and maintain good relations, ensure bargaining in good faith is recognized and accepted by labor units.
- Proficient in writing reports and correspondence.
- Ability to conduct orientations, briefings, meetings, and extensive in-service staff training.
- Able to travel, visit other activities, appraise different program elements, and evaluate similarities and differences according to their respective missions as they relate to the regional CYP.
- Possess a driver's license.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete all background checks IAW PL 101-647 to include National Agency Check with Written Inquiries (NACI).

Factor 2. **Supervisory Controls**

Works under the general supervision of the assigned Fleet and Family Readiness Program (FFRP) Manager who reviews work in terms of accomplishing goals and objectives and meeting needs of authorized patrons. Supervisor provides program oversight and is available as a resource for guidance and direction. Supervisor is kept informed of significant problems that arise and the solutions being developed. Work is reviewed for overall effectiveness of programs, compliance with policies and regulation, and patron satisfaction.

The incumbent plans, schedules and coordinates work among lower grade personnel, resolves conflicts through negotiation, coordinates work with CNIC, claimant, installation officials, higher officials and specialists, and independently accomplishes objectives within the framework of polices. The work also requires the incumbent to adapt standard practices to resolve unusual situations or to develop such guidance for application by lower grade personnel.

Factor 3. **Guidelines**

The incumbent is provided with general policy or program guidelines and legal interpretations or precedents related to the management of a full range of CDC, CDH, SAC, YP and R&R programs and services and official use and maintenance of assigned facilities and equipment. Operational guidelines include DODINST 6060.2, 6060.3 and 6060.4; OPNAVINST 1700.9 series; MCCA; NAVMED P-5010; Standard Operating Procedures; accreditation criteria for NAEYC, NAFCC and NAA; BGCA standards, and other applicable instructions and regulations. Specific goals concerning management activities are not available and must be independently identified by the incumbent.

The incumbent must use initiative and mature judgment in the interpretation of DoN policy and application of instructions, guidelines, principles and concepts to meet program requirements and ensure efficient use of the work force, facilities and other recourses. The incumbent must formulate management techniques or practices to accommodate unique or special problems related to regional CDC, CDH, SAC, YP and R&R services. Increased emphasis on these programs and activities may require a radical departure from established methods of operation. The incumbent must develop procedural guidelines to supplement higher level guidance.

Factor 4. **Complexity**

Assignments are diverse in nature and cover a number of program components and service areas in CDCs, CDHs, SACs, YPs and the R&R program. These program components exist throughout the regional area of responsibility. A variety of different planning, budgeting, coordinating, negotiating and advisory functions are required to ensure the efficient and economical development, operation and management of services and resources. The nature of the programs offered are such that regular employee planning sessions are required in order to schedule program activities, and coordinate program components. Decisions require careful assessment of alternatives and consistency with multiple instructions, regulations and policies.

Incumbent is responsible for affecting appropriate position management principles throughout the program. Makes changes in organization of work and or assignment of functions to improve work flow, promote job satisfaction and increase productivity and cost effectiveness. Recommends and justifies revisions in staffing levels, work priorities and deadlines. Resolves work problems not covered by precedent or established policies. Must have extensive executive experience and possess strong organizational and management skills and have supervisory experience in child and youth development and business environments requiring in-depth knowledge of all phases of the program.

The incumbent must use initiative and mature judgment in the interpretation of DoN Policy and application of instructions, guidelines, principles and concepts to meet program requirements and ensure the most efficient use of the workforce, facilities and other resources. The incumbent must have the ability to conduct comprehensive analysis of organizational structures, methods and procedures and is the technical expert on the interpretation of guidelines, policies, rules and regulations covering all aspect of the CYP.

Factor 5. **Scope and Effect**

The incumbent directs a DoN Regional CYP, providing developmentally appropriate programs that substantially exceed minimum quality care and service requirements. The Regional CYP Manager has a wide range of responsibilities that include administrative, technical, internal review, financial management, minor and major construction, short and long range program plans, goals and objectives, policy administration, guidance and interpretation, acquisition planning and administration, human resource administration for the CYP, and provision of technical expertise to management and supervisory personnel.

The work involves the development and implementation of management plans and criteria related to the application of policy to include, serving in an advisory capacity for all matters related to the management and operation of a full range of child development programs, resolving a variety of unique and unconventional problems and difficulties, planning and organizing and promoting all phases of the CYP.

The incumbent ensures command personnel assigned to installations in the region are able to complete mission requirements knowing that their children and youth are cared for in safe and secure environments in which their developmental needs are being met.

Factor 6. **Personal Contacts**

In addition to contacts with the children and youth, authorized patrons, subordinate staff, CDH providers and other department personnel, the incumbent maintains other contacts to include: educational, social and civic agencies, colleges and universities, other military Child and Youth Programs, CNIC, installation officials, support organizations (Fire, Safety, and installation officials and Medical departments), tenant activities, surrounding military and civilian community representatives, Child Protective Services, Family Services, Family Advocacy, and the civic and volunteer organizations. The incumbent is recognized as the technical expert and authority for child and youth development matters and acts on behalf of CNR in dealing with all

levels of the region commands. Acts as liaison on complex and delicate issues and or concerns having public interest, DoN or command implications.

Factor 7. **Purpose of Contacts**

The purpose of contacts is related to planning, implementing and administering the activities of the CYP, recruitment and selection of personnel, ensuring training of staff, gaining acceptance and support for the program by local command and patron community, influencing cooperative attitudes and compliance with FFRp, local command and higher authority policies and directives, and mediating or negotiating conflict among employees and others. All contacts are necessary for the accomplishment of the goals and objectives of the Regional CYP.

Incumbent facilitates the resolution and exchange of information involving significant or controversial issues and differing viewpoints, goals and objectives, summarizes, interprets, and relays information on difficult or misunderstood policy questions, presents alternative approaches to groups and individuals, forms policy, and establishes working relationships with staff members in other agencies. The establishment of contacts is an important aspect of the work and requires tact and negotiating skills. The incumbent is recognized as the technical authority for CYP manuals, instructions and policy statements.

Factor 8. **Physical Demands**

The incumbent may be required to do considerable standing and/or walking and must be able to drive an automobile to oversee distantly located installations or housing areas. However, most of the work of this position is done in a setting where no special physical demands are made.

Factor 9. **Work Environment**

The work environment involves everyday risks, which require normal safety precautions typical of such places as offices, residences or commercial buildings. The work area is usually adequately lighted, temperature controlled, and ventilated. The incumbent may work an uncommon tour of duty.