

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WING, KELISA J				2. Social Security Number (b)(6)		3. Date of Birth (b)(6)		4. Effective Date 02/17/2023						
FIRST ACTION					SECOND ACTION									
5-A. Code 721		5-B. Nature of Action Reassignment			6-A. Code		6-B. Nature of Action							
5-C. Code N2M		5-D. Legal Authority Reg 335.102			6-C. Code		6-D. Legal Authority							
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority							
7. FROM: Position Title and Number CHIEF, DIVERSITY, EQUITY AND INCLUSION 567421-4293256					15. TO: Position Title and Number ASSESSMENT BRANCH CHIEF 588995-4715623									
8. Pay Plan GS		9. Occ. Code 0301	10. Grade or Level 14	11. Step or Rate (b)(6)	12. Total Salary \$141,192.00	13. Pay Basis PA		16. Pay Plan GS		17. Occ. Code 1701	18. Grade or Level 14	19. Step or Rate (b)(6)	20. Total Salary/Award \$141,192.00	21. Pay Basis PA
12A. Basic Pay \$106,568.00		12B. Locality Adj. \$34,624.00	12C. Adj. Basic Pay \$141,192.00		12D. Other Pay \$0	20A. Basic Pay \$106,568.00		20B. Locality Adj. \$34,624.00	20C. Adj. Basic Pay \$141,192.00	20D. Other Pay \$0				
14. Name and Location of Position's Organization 7X1254100010 DOD EDUCATION ACTIVITY HQ, OFFICE OF THE DIRECTOR DIVERSITY, EQUITY AND INCLUSION DIV					22. Name and Location of Position's Organization 7X1254110000 DOD EDUCATION ACTIVITY HQ, EDUCATION DIRECTORATE OFFICE OF THE CHIEF, ED DIRECTORATE									
EMPLOYEE DATA														
23. Veterans Preference (b)(6) 1 - None 3 - 10-Point/Disability 2 - 5-Point 4 - 10-Point/Compensable				24. Tenure (b)(6) 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF (b)(6)						
27. FEGLI (b)(6)				28. Annuitant Indicator (b)(6)		29. Pay Rate Determinant (b)(6)								
30. Retirement Plan (b)(6)			31. Service Comp. Date (Leave) (b)(6)		32. Work Schedule F Full-Time		33. Part-Time Hours Per Biweekly Pay Period							
POSITION DATA														
34. Position Occupied (b)(6)			35. FLSA Category (b)(6)		36. Appropriation Code (b)(6)		37. Bargaining Unit Status (b)(6)							
38. Duty Station Code 510040510			39. Duty Station (City - County - State or Overseas Location) ALEXANDRIA / ALEXANDRIA / VIRGINIA											
40. Agency Data SR		41.	42.	43. TO:APC:		44. DOD Payroll Office Indianapolis (DD Agcy) (PE) PE								
45. Remarks (b)(6)														
46. Employing Department or Agency Department of Defense Education Activity (DD16)					50. Signature/Authentication and Title of Approving Official Electronically Signed by:									
47. Agency Code DD16		48. Personnel Office ID 4199	49. Approval Date 02/17/2023		51. (b)(6) SUPV HUMAN RESOURCES SPECIALIST									



DODEA POSITION DESCRIPTION

PD#: D1588995

Sequence#: VARIES

Replaces PD#: 580762

ASSESSMENT BRANCH CHIEF

GS-1701-14

POSITION LOCATION:

Servicing CPAC: DoDEA D1 – HEADQUARTERS

Agency: VARIES

Installation: VARIES

Army Command: VARIES

Region: DODEA

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 GENERAL SCHEDULE HRCD-5 JUNE 1998, APRIL 98

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's Name:

Date Certified:

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.*

Classified By: DIXIE CANSLER

Date Classified: 02/01/2023

Position Cursory Review: *This position description (PD) has been reviewed and it is determined that: the major duties equal 100%; the statement Performs other duties as assigned (PODAA) is present; where applicable, the factors, levels, and points are identified directly under PODAA, add up correctly, and the Point Range for the grade is present; and, the Conditions of Employment are located in the Conditions of Employment & Notes section, and if required, Temporary Duty Travel (TDY) of 25% or more (may be less if requested by management), is included. The PD is in the format of the classification standard of record, and the standard(s) is/are cited properly, and the title/series/grade are properly determined based on the standard. The FLSA is correct and when it is determined that the position is Exempt, a complete explanation is provided, and all outdated/obsolete forms are removed. (All position descriptions require a cursory review upon initial verification in FASCLASS and may be reviewed again every 3 years thereafter, or before if OPM issues a new classification standard or guide).*

Reviewed By:

Date Reviewed:

POSITION INFORMATION:

Cyber Workforce:

- **Primary Work Role:**
VARIES
- **Additional Work Role 1:** VARIES
- **Additional Work Role 2:** VARIES

FLSA: EXEMPT

FLSA Worksheet: EXEMPT

FLSA Appeal: NO

Bus Code: VARIES

DCIPS/CES PD: NO

- **Mission Category:**
- **Work Category:**
- **Work Level:**

Functional Code: 00

Interdisciplinary: NO

Supervisor Status: VARIES

PD Status: VERIFIED

DCA Override: NO

CONDITION OF EMPLOYMENT:

Drug Test Required: VARIES

Financial Mgmt Cert:

Position Designation:
VARIES

Position Sensitivity & Risk:
VARIES

Sec. Clearance Level:
VARIES

Sec. Access (Child Care):
Not Required

PRP / SCI: VARIES

Emergency Essential:

Requires Access to Firearms: VARIES

Information Assurance: N

Influenza Vaccination:

Financial Disclosure: YES **

Enterprise Position: VARIES

Acquisition Position:

- **CAP:** VARIES
- **Career Category:**
VARIES
- **Career Level:** VARIES

POSITION ASSIGNMENT:

Competitive Area: VARIES

Competitive Level: VARIES

Career Program: VARIES

Career Ladder PD: NO

Target Grade/FPL: 14

Career Pos 1:

Career Pos 2:

Career Pos 3:

Career Pos 4:

Career Pos 5:

Career Pos 6:

POSITION DUTIES:

Terms of Use:

This position description is intended for use without modification. Any changes (e.g., pen-and-ink) to the duty statements, factor level descriptions and benchmarks may jeopardize the classification determination.

DoDEA Mission/Vision:

Mission: Educate, engage, and empower each student to succeed in a dynamic world.

Vision: To be among the world's leaders in education, enriching the lives of military-connected students and the communities in which they live.

I. Introduction

The U.S. Department of Defense Education Activity (DoDEA), is one of only two Federally-operated school systems, is responsible for planning, directing, coordinating, and managing prekindergarten through 12th grade educational programs on behalf of the Department of Defense. DoDEA is globally positioned and operates accredited schools in various districts located in foreign countries, states, Guam, and Puerto Rico. DoDEA is committed to ensuring that all school-aged children of military families are provided a world-class education that prepares them for postsecondary education and/or career success and to be leading contributors in their communities as well as in our 21st century globalized society. DoDEA mission is to educate, engage, and empower each

student to succeed in a dynamic world.

This incumbent serves as the Branch Chief, Assessment working under the supervision of the Chief of Research, Accountability, and Evaluation. The incumbent is charged with oversight and responsibility for the coordination, tracking of outcomes of the system-wide assessment system; facilitation, coordination of student assessments (formative and summative); and report generation as outlined by organization policy and guidance.

II. Major Duties and Responsibilities

Duty 1:

In collaboration with others, serves as project manager in the identification, implementation and ongoing evaluation of the assessment system.

Directs and interprets the organization's student assessment program, communicates assessment progress, needs, and changes to key stakeholders in the organization. Work to further develop the student learning outcomes assessment system currently in place and conduct workshops, focus groups, and spearhead efforts to integrate modern student learning assessment techniques with educational and classroom practice.

Duty 2:

Ensures security of all assessment and testing instruments, upholds procedures to maintain security for assessment and testing materials, and schedules the administration of the assessments system.

Upholds, develops, and implements policies, guidance, and procedures to ensure compliance with department and organization laws and policies.

Produces and analyzes statistical reports in order to improve services.

Assesses the system-wide effectiveness of assigned areas of responsibility by monitoring implementation of policy, procedures, and standards in Headquarters, Area, district, and school level leadership.

Duty 3:

Plans and coordinates various meetings regarding assessment programs at the request of the supervisor. Actively and fully participates in meetings and discussions with Deputy Directors, Division Chiefs, action officers, senior officials of the Office of the Secretary of Defense, and other federal and non-federal officials regarding DoD administrative responsibilities and assessment programs. Prepares clear and concise reports, briefings, and presentations to meet the specific needs of both internal and external audiences on subjects related to DoDEA assessment.

Duty 4:

Manages the procurement of supplies, equipment, and services related to assessment programs system wide. Presents and justifies request for funds, supplies, educational services and materials. Prepares and submits budget requirements, monitors expenditures, and identifies short and long-term needs.

Duty 5:

Supervision. Performs a full range of first-level supervisory responsibilities. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Develops performance standards and evaluates work performance of subordinates. Gives advice, counsel, or instruction to employees on both work and administrative matters. Interviews candidates for positions in the unit and recommends selection. Hears and resolves complaints from employees,

referring group grievances and more serious unresolved complaints to a higher-level supervisor or manager. Effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases. Identifies developmental and training needs of employees, providing or arranging for needed development and training. Finds ways to improve production or increase the quality of the work directed.

Performs other duties as assigned.

Factor 1. Knowledge Required by the Position FL 1-8, 1550 pts

Mastery of K-12 educational assessment and a thorough understanding of both policy and technical issues related to standards-based, norm-referenced and criterion-referenced assessments and their connection to instruction sufficient to support the meaningful use of assessments to improve educational outcomes.

Comprehensive knowledge of the laws, regulations, administrative procedures, DoDEA policies and precedents, principles and methods applicable to the Education Assessment and Accountability Branch's mission.

In-depth understanding of the DoDEA school system, including mission, functions, organizational goals and objectives to conduct and perform reviews to detect potential problems and to provide continuing assessment of operational and administrative effectiveness.

Skill in student assessment reporting, to include public posting of system assessment scores and student achievement briefings sufficient to represent the DoDEA worldwide educational program to various audiences such as administrators, teachers and/or parents.

Skill in driving public communications around assessment administration and outcomes.

Skill in starting new initiatives that create substantial organizational change within a large complex educational system.

Skill in accomplishing a variety of tasks through the use of technology, including computers and software for working with large databases, facilitating electronic learning teams, monitoring task assignments, preparing briefings, email communication, etc.

Skill in developing professional learning to support assessment administration and skill in interpreting assessment results and other data in terms of program objectives.

Ability to work independently and as a team member with diverse groups in a politically charged environment in order to represent the DoDEA Assessment Division at various meetings and working groups.

Documented evidence of superior written and oral communications is required including public speaking and experience writing research papers suitable for publication. Ability to design and present clear and concise presentations based on assessment data and the resulting impact on educational program decisions.

Factor 2. Supervisory Controls FL 2-5 650 pts

The supervisor provides administrative direction to the incumbent by making assignments in terms of broadly defined mission and/or functions of the DoDEA assessment program. The incumbent is delegated complete responsibility and authority to plan, design, and carry out assessment programs, studies, projects, or other major program functions, informing the supervisor of progress as appropriate. The incumbent exercises discretion and judgment in determining whether to broaden or narrow the scope of projects or studies. Completed work is evaluated in terms of results achieved and objectives met. Decisions and plans are accepted by management as technically authoritative.

Factor 3. Guidelines FL 3-5, 650 pts

Guidelines consist of DoD and DoDEA regulatory guidance, policies and procedures, and legislation; however, these guides may not be specific to the assigned branch and related programs. Policy guidelines and legislation require extensive interpretation and adaptation. The incumbent uses expert professional judgment and ingenuity when interpreting the intent of existing guides and in developing new applications in the area of educational assessment.

Factor 4. Complexity FL 4-5, 325 pts

The work of this position is concerned with educational system-wide assessment for continuous school improvement and maintenance of reliable data related to the educational process for DoDEA. The work consists of developing policies, guidelines, and operational procedures for program direction and system-wide evaluation of the DoDEA school system in the area of assessment. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes that result from such elements as continuing changes in the program, technological developments, or conflicting requirements. Duties are greatly complicated by the organizationally separate and geographically dispersed DoDEA schools, and the difficulty involved in obtaining required information. The work requires originating new techniques, establishing criteria, and developing new information.

Factor 5. Scope and Effect FL 5-5, 325 pts

The duties of this position contribute substantially to the accomplishment of the Education Directorate mission by analyzing, researching and evaluating current assessment program issues and providing recommendations for resolution or improvement. The judgments, recommendations, and decisions of the employee have a direct impact on the quality of work of the Education Assessment and Accountability Division, as well as the headquarters Education Directorate. The work of this position directly affects students, parents and personnel responsible with the education of military/civilian dependents. The services provided by the Education Assessment and Accountability Division also impact the quality of life of all military and civilian personnel with dependents in the DoDEA system.

Factor 6. Personal Contacts FL 6-3, 60 pts

Regular and recurring personal contacts are at all levels internal and external to DoDEA. These contacts, in person, by telephone, and in writing, are with public and private school representatives, professional organizations, directorate, area, school level staff, community members, military, DoD officials, and congressman and their staffs and legal personnel.

Factor 7. Purpose of Contacts FL 7-3, 120 pts

The purpose of contacts is to motivate and influence individuals in a variety of groups and settings to adopt new approaches and to accept changes in practices, methods and programs in the area of educational assessment. The employee must be skillful in discussions and negotiations to gain the kind of support and cooperation that will result in concerted efforts to advance the quality and value of dependent education. Additionally, contact is made to collect data, provide information, provide advice and guidance, interpret policy and regulations, and present observations and findings or recommendations for program improvement. Contacts require persuasion and diplomacy, especially when interfacing with foreign representatives.

Factor 8. Physical Demands FL 8-1, 5 pts

The work is basically sedentary but involves some lifting and carrying of documents and other light items.

Factor 9. Work Environment FL 9-1, 5 pts

The work is usually performed in an office setting with adequate heating, lighting, and ventilation. The incumbent may be required to travel by military and/or commercial aircraft to a variety of conus or overseas locations for meetings and conferences. The incumbent is subject to a variety of environmental conditions typical of the area in which traveling, to include the potential for exposure to acts of terrorism.

**** Incumbent is required to submit a Financial Disclosure Statement, OGE-450, (5CFR Part 2634, Subpart I USOGE, 6/08). Executive Branch Personnel Confidential Financial Disclosure Report upon entering the position and annually, in accordance with DoD Directive 5500-7-R, Joint Ethics Regulation, dated 17-Nov-2011.**

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:

n/a

CONDITIONS OF EMPLOYMENT & NOTES:

This position is designated Non-Sensitive and requires a Tier 1 investigation favorably adjudicated.

POSITION EVALUATION:

Not Listed

From: [Director, DoDEA](#)
To: [DoDEA - All](#)
Subject: Diversity, Equity, and Inclusion (DEI) Update
Date: Friday, March 24, 2023 2:50:37 PM

DoDEA Employees,

When we first began planning to implement an effective and impactful Diversity, Equity, and Inclusion program in 2020, DoDEA was at the beginning of work that would enable us to grow and become an organization that was able to better serve all our students, employees, and their families. I spoke at the time about the importance of action over rhetoric and the need for concrete steps to effect lasting change and we embarked on that journey together.

The DEI team has done incredible work since our journey began. Over the past two years, our DEI subject matter experts have worked through a comprehensive “agency self-assessment” stage to gain insight and understanding of our climate and culture. They have worked diligently to start conversations, sometimes difficult ones, sparking growth and discovery throughout our school system.

As we have evolved, so has the environment around us. The release of Executive Order 14035 and the Department of Defense Diversity, Equity, Inclusion and Accessibility strategic plan established new goals and compliance requirements. After deliberate analysis, I determined that the continued growth of diversity, equity, and inclusion within DoDEA required a reconfiguration of talent in order to focus our expertise in areas that would have the most impact on advancing the work and be able to assess our compliance with EO 14035.

Within the next month, we will integrate our DEI Specialists into four key divisions at headquarters: Research, Accountability, and Evaluation; Strategic and Organizational Excellence; Professional Learning; and Human Resources. This will bring specialized knowledge and skills into areas that reach across our agency and aid in addressing barriers to inclusion, closing gaps in representation, and incorporate the institutional insights we have gained over the past two years.

To maintain a strategic focus on diversity, equity, and inclusion in our organization, we initiated a DEI Steering Committee at headquarters, similar in practice to the Civil Rights Steering Group. I will chair the steering committee, which is comprised of the Chief Operating Officer, Chief Academic Officer, and twelve members whose work impacts areas across our agency. In this way, we are consistent with the Secretary of Defense’s creation of a Defense Equity Team to facilitate, inform, and advance agency progress on all issues relating to diversity, equity, and inclusion within DOD.

My Director’s Focus for Fiscal Year 2023 emphasized the importance of DEI and spoke to the integration of these efforts into key areas of our organization. Thanks to the thoughtful approach and tireless dedication of our DEI team and all the employees who have contributed to the effort, we are ready for the next level of work in transforming knowledge and analysis into plans and actions that are indicative of a school system committed to continuous improvement and Excellence in Education for Every Student, Everywhere, Every Day.

Thank you for what you do for our students every day.

Thomas M. Brady
Director