

## NOAA Leadership Competencies Development Program

### LCDP DEVELOPMENTAL ASSIGNMENT FORM

*(Data provided will be loaded on the LCDP website to be used by the program participants.)*

#### **Details of Developmental Assignment**

1. **Title of Assignment:** Program Planning Specialist -- PPBES
2. **Level of Responsibility** (e.g., GS13, GS14, SES or equivalent pay band): GS 13
3. **Host Office** (if in NOAA, start with Line/Corporate Office down to the lowest level - e.g., Division or Branch): National Ocean Service, National Centers for Coastal Ocean Science
4. **Timeframe** (expected start date, duration, any known time dependencies):  
Start date: immediately, 3-6 months duration

**Assignment Description** (include goals/objectives/expected outcomes): This position is located in the NOAA National Centers for Coastal Ocean Science (NCCOS), National Ocean Service, Silver Spring, MD. The position performs program planning and evaluation in support of science supporting coastal and ocean management . Primary among this position's assignments will be representing NCCOS on the Ecosystem Research Program to assist in the development of Government initiatives in the framework of the Program Planning Budgeting and Execution System (PPBES). The person holding this position will develop a broad knowledge of ecosystem research programs within NOAA, the present funding status of those programs, and future programs needed to fulfill the agency's mandates and mission.

Major duties and responsibilities are as follows: Coordinates and conducts some aspects of program planning and evaluation, tracking program performance, including budget and financial information. The incumbent is responsible for supporting NCCOS in assessing effectiveness of current initiatives and use of resources, advocating for NCCOS in internal planning processes as the primary representative to PPBES for the Ecosystem Research Program (ERP), communicating between the ERP and NCCOS staff, and providing NCCOS input to ERP as requested. In addition, the incumbent identifies opportunities for improved collaboration within and outside of NCCOS through the development of annual NCCOS Topical Activity Plans (TAPs), ensuring comprehensive TAPs are submitted and updated timely and in the correct format by the responsible individuals; reviewing comments on TAP format; and implementing changes where warranted.

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5. **Potential Benefit to LCDP Participant** (e.g., leadership competencies/skills to be used - see list of OPM leadership competencies at [www.opm.gov/ses/define.html](http://www.opm.gov/ses/define.html)): Position, at one time or another, will call upon almost all the leadership competencies and skills; however, some will be used more than others -- Leading change: flexibility, resilience, strategic thinking, vision; Leading people: conflict management, team building; Results driven: decisiveness, entrepreneurship, problem solving; Business acumen: financial management; Building coalitions: influencing/negotiating, interpersonal skills, partnering, political savvy.
  
6. **Any other considerations, special requirements or comments:** Understanding basic marine science needed.
  
7. **Assignment Supervisor** (name, position): Alicia Jarboe, Deputy Director, National Centers for Coastal Ocean Science
  
8. **Assignment Contact Person** (name and email address): Alicia Jarboe, Deputy Director, National Centers for Coastal Ocean Science; [Alicia.Jarboe@noaa.gov](mailto:Alicia.Jarboe@noaa.gov)

***Please send completed form to [LCDP.ProgramManager@noaa.gov](mailto:LCDP.ProgramManager@noaa.gov).***

***Thank you!***