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Information Technology Specialist 05

GS-2210-05

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

I. INTRODUCTION

This entry-level position is to perform routine computer programming, analysis, network, and/or equipment assignments.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs a variety of developmental tasks. Draws flow charts and writes operating procedures. Develops data documentation. Creates test data. Codes and tests routines developed by higher-level specialists. Makes relatively simple changes to existing software systems.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-5, 750 pts.

- Knowledge of data processing functions and general management principles to comprehend the relationships of stages in automating a work process.
- Knowledge of subject-matter processes, hardware and software functions, network and/or operating system specifications, and/or programming languages to understand what may impact work assignments.

Factor 2 - Supervisory Controls FL 2-1, 25 pts.

The supervisor provides specific direction making assignments and giving detailed instructions about what is to be done and the methods to be used. The incumbent works as instructed, consulting with the supervisor or a higher-level specialist on all matters that are not covered by specific guidelines or instructions. Completed work is critically reviewed for accuracy and adherence to instructions.

Factor 3 - Guidelines FL 3-1, 25 pts.

Guidelines consist of texts, manuals, published standard procedures, and detailed instructions covering most situations encountered. The incumbent works in strict adherence to the guidelines and instructions; all deviations must be approved by the supervisor.

Factor 4 - Complexity FL 4-2, 75 pts.

Assignments consist of a variety of tasks that involve several related steps. Factors considered in identifying what needs to be done and in performing assignments are straightforward and factual.

Factor 5 - Scope and Effect FL 5-1, 25 pts.

Work involves the performance of various specific, recurring tasks. The work facilitates the work of others in the immediate organizational unit.

Factors 6/7 - Personal Contacts/Purpose of Contacts FL 6/7-1a, 30 pts.

Contacts are with co-workers and with employees in related or support units. Contacts are for asking questions and exchanging factual information related to the duties assigned.

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

The work is sedentary, requiring no special physical demands.

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

The work is performed in a typical office setting.

TOTAL = 940 pts.

This position is non-exempt from coverage under the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS

(Last updated: September 7, 2001)

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