U.S. DEPARTMENT of COMMERCE *Office of the Secretary*
Office of Human Resources Management

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Information Technology Specialist 07

GS-2210-07

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 advanced entry-level position is to perform basic developmental computer programming, analysis, network,
and/or equipment assignments.

II. MAJOR DUTIES AND RESPONSIBILITIES

Develops logical scheme and codes. Completes computer programs of minimum complexity.

Adapts previously developed routines to specific project where applicable. Maintains and modifies existing
programs to assure adherence to specifications or convention changes. Codes programs or subroutines from
overall systems logic developed by other computer specialists.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-6, 950 pts.

Knowledge of the ADP standards and established techniques and requirements of the agency to perform
assignments based on the approved designs developed by others in the organizational unit.

Factor 2 - Supervisory Controls FL 2-2, 125 pts.

The supervisor provides continuing direction and general instructions to indicate what is to be done, priorities,
and deadlines. For new and unusual tasks, appropriate sources of information or precedents are specified. The
incumbent independently performs projects, seeking advice from the supervisor on problems. Work in progress
is spot-checked. Completed work is for accuracy, timeliness, and compliance with standards.

Factor 3 - Guidelines FL 3-2, 125 pts.

Guidelines include agency ADP Users Guide, computer language manuals, operating system manuals, published
standards and procedures, equipment manuals, precedents, and specifications. Judgment is used in selecting
among authorized methods and techniques. The incumbent consults with supervisor when guidelines are not
applicable.

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

Assignments consist of a variety of tasks that involve several related steps. The incumbent considers factual,
straightforward factors when identifying what needs to be done and in performing assignments.

Factor 5 - Scope and Effect FL 5-2, 75 pts.

The incumbent performs specific tasks, such as coding, testing, and/or debugging program units. The work
relieves the higher-level computer specialists of their detailed and routine work and affects the accuracy and
timeliness of projects and studies of the organizational unit.

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

Contacts are with co-workers and employees in related or support organizational units. Contacts are to obtain or exchange factual information.

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 = 1390 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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