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

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Information Technology Specialist 09

GS-2210-09

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 developmental position performs computer programming, analysis, network, and/or equipment assignments relating to an applications area.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs computer-related duties related to well-defined subject-matter applications. Participates in overall planning, proposing, and/or designing for segments of large or more complex programs.

Based on specifications provided, may design modifications to internal program structure of files and records. Determines detailed sequence of actions in program logic. Codes, tests, debugs, and documents programs.

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.

Factor 2 - Supervisory Controls FL 2-3, 275 pts.

The supervisor provides limited direction, identifying requirements and approved specifications for assignments. The incumbent performs most assignments independently, consulting the supervisor when situations lack clear precedents. Completed work is reviewed for adherence to target completion dates, adequacy of documentation, technical soundness, and conformance to requirements.

Factor 3 - Guidelines FL 3-3, 275 pts.

Guides consist of agency manuals, handbooks, and standards. These are not completely applicable and require some interpretation and modification by the incumbent. The incumbent uses judgment in relating precedents to the situations encountered.

Factor 4 - Complexity FL 4-3, 150 pts.

The incumbent performs various duties relating to segments of projects, where the output of one part becomes input for the next. The incumbent analyzes and plans detailed logic and sequence of actions to affect changes, develop adequate test data, and anticipate the effects of changes in the system.

Factor 5 - Scope and Effect FL 5-3, 150 pts.

The work involves analyzing various factors and conditions in the process of developing internal program structure to accomplish work processes. Programs developed provide data for the subject-matter organizations, data users, and other agencies. It affects the accuracy and reliability of project-related activities.

Factors 6/7 - Personal Contacts/Purpose of Contacts FL 6/7-2a, 45 pts.

Contacts are with computer specialists, subject-matter specialists, and computer support staffs. Contacts are to obtain and exchange information and clarify documentation.

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 = 1855 pts.

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

IV. UNIQUE POSITION REQUIREMENTS

(Last updated: September 7, 2001)

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