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## Information Technology Specialist 11

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### GS-2210-11

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 developmental position performs a wide range of computer programming, analysis, network, and/or equipment assignments.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Performs major portions or functional aspects of a project. Determines how the system should be organized, such as the number and kind of records, files and documents necessary, and the procedures to obtain and organize the required information.

Develops complex routines and detailed sequences of internal program logic by coding, testing, and debugging. Develops test data and appropriate testing procedures, analyzes and evaluates the results.

#### III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-7, 1250 pts.

Knowledge of agency ADP standards, policies, and established system design approaches. Knowledge of the subject-matter work processes and terminology in the assigned organizational unit.

Knowledge of a wide range of computer techniques, requirements, methods, and procedures including approaches used by other agencies to design solutions for application requirements.

Factor 2 - Supervisory Controls FL 2-4, 450 pts.

The supervisor provides general direction, setting overall objectives, and identifying available resources. The supervisor, in consultation with the incumbent, determines time frames and possible shifts in staff. The incumbent independently plans and performs assignments, resolving most conflicts that may arise. Completed work is reviewed for feasibility, compatibility with other work, and effectiveness achieving expected results.

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

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

Factor 4 - Complexity FL 4-4, 225 pts.

The work involves the independent design of several different stages of a project, requiring problem analysis. The incumbent considers probable areas for future changes in requirements which facilitates subsequent modifications. This includes the need to assess unusual circumstances and variations in approach.

Factor 5 - Scope and Effect FL 5-4, 225 pts.

The work involves investigating and analyzing a variety of unusual problems, questions, or conditions associated with a particular applications or specialty area; formulation of projects or studies such as those to substantially alter major systems; or establishment of criteria in an assigned applications or specialty area. The work affects operations of application systems used in the operating unit.

Factor 6/7 - Personal Contacts/Purpose of Contacts FL 2-b, 75 pts.

Contacts are with computer specialists, ADP employees in related or support units, and subject-matter specialists and clients.

Contacts are to determine program and system requirements, obtain and provide information, plan and coordinate, and resolve problems.

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 = 2510 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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