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Information Technology Specialist 12

GS-2210-12

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 full-performance level position is responsible for a wide range of computer programming, analysis, network, and/or equipment assignments.

II. MAJOR DUTIES AND RESPONSIBILITIES

Conducts feasibility studies and recommends course of action. Participates in most phases of projects, from advising on specification requirements and limitations to helping project managers define the problem or need.

The incumbent reviews requirements of projects to determine objectives of the program, concepts, nature of the unprocessed data, and processes required in support of the computer effort in order to organize work processes and problems for computer solution.

Oversees the creation of general utility routines and systems and independently develops the more complex routines and detailed sequences of internal program logic by coding, testing, and debugging. Designs and maintains record keeping system as necessary. Documents all programs and systems.

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 and knowledge of the subject-matter work processes and terminology in the assigned area.

Skill in modifying and adapting precedent system approaches to meet for specialized requirements of new projects, and skill in coordinating the efforts of a team.

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 in achieving expected results.

Factor 3 - Guidelines FL 3-4, 450 pts.

Guidelines consist of agency ADP policies, standards, precedents, technical manuals, and literature. The incumbent uses considerable judgment in relating technical developments or requirements to specific activities or projects.

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

The work involves design of new and/or modification of existing systems within the constraints imposed by costs and subject-matter/sponsor specifications. The incumbent analyzes the existing and previous systems, as well as current and projected computer system capabilities, in developing numerous options and alternative systems.

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 operation of application systems used in the operating unit.

Factor 6/7-Personal Contacts/Purpose of Contacts FL 3-c, 180 pts.

Contacts are with computer and subject-matter specialists within the agency and with sponsors and user representatives from outside the agency.

Contacts are to exchange technical information, coordinate and advise on work efforts, and resolve problems. Persuasion is required to gain consideration of new methods from representatives of sponsoring divisions.

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 = 2790 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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