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Information Technology Specialist 13

GS-2210-13

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

I. INTRODUCTION

This position is established to analyze/perform work necessary to plan, design, develop, acquire, document, test, implement, integrate, maintain, or modify systems for solving problems or accomplishing work processes by using computers.

II. MAJOR DUTIES AND RESPONSIBILITIES

- Analyzes and evaluates work concerned with integrated systems of computer programs and/or computer equipment.
- Applies available technologies and basic management principles to adapt computer methods to a variety of subject matter situations.
- Supports subject matter users by developing or designing applications for computers and/or in selecting, or assisting in selecting computer equipment.
- Oversees/performs equipment installation or relocation, testing and acceptance processes.
- Responds to and resolves problems with software, hardware and systems management.
- Integrates several hardware, software, and/or computer related services to provide an integrated information system.
- May evaluate vendor or employee developed software to assure that it will provide the desired results and operate properly on assigned equipment systems.

III. FACTORS

FACTOR 1 KNOWLEDGE REQUIRED Level 1-8, 1550 points

- Knowledge at a level to serve as an expert in a specialty area, e.g., applications system design, computer equipment analysis, etc., or of general data processing covering a wide range of technology and applications; or comprehensive knowledge of Federal ADP policy.
- Ability to plan advanced systems projects or resolve critical problems in existing systems which require innovative solutions, etc.
- Ability to advise top management on new developments and advanced techniques.
- Ability to plan/organize/direct studies to develop long-range forecasts and recommendations.
- Ability to coordinate development of ADP standards, guidelines, or policy.
- Skill to plan, organize, and direct team study work and to negotiate effectively with management to accept and implement recommendations.

-- Skill in applying bureau policies and data processing standards and knowledge of technical data to evaluate alternate approaches to problem solutions.

FACTOR 2 SUPERVISORY CONTROLS Level 2-4, 450 points

The employee is responsible for planning and carrying out projects and analyzes of the organization's requirements. This involves interpretation of policies, procedures, and regulations in accord with mission objectives. The employee informs the supervisor of potentially controversial matters. Completed work is reviewed by the supervisor from an overall standpoint for compatibility with other work/effectiveness in meeting requirements.

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 Level 4-5, 325 points

The work consists of various projects/studies which call for significant departures from established practice. Decisions are complicated by the novel or obscure nature of the problems and/or special requirements for organization and coordination. Technical difficulty is exceptional, i.e., developing major items of system software where numerous conditions/options must be considered or developing specifications for a major segment of a new, unprecedented application system.

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.

FACTORS 6&7 PERSONAL CONTACTS AND PURPOSE OF CONTACTS Level 3c 180 points

Contacts are with bureau employees, vendors, computer personnel with other agencies, professional association representatives, etc. The purpose of contacts is to influence others to utilize particular technical methods and procedures or to persuade others to cooperate in meeting objectives when (in either case) there are problems in securing cooperation.

FACTOR 8 PHYSICAL DEMANDS Level 8-1, 5 points

No unusual physical exertion is required.

FACTOR 9 WORK ENVIRONMENT Level 9-1, 5 points

The work is performed in an office setting. Total Points = 3190

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

IV. UNIQUE POSITION REQUIREMENTS

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