

COMPUTER SPECIALIST
GS-0334-09

I. INTRODUCTION

This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). This developmental position performs various 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 or systems software. 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.

-AND/OR-

Assists in resolving system and/or network problems. Consults with users regarding well-defined programming and data processing problems. Assists users in resolving debugging problems and interprets system messages that are not self-explanatory. Prepares user documentation, as required.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position	FL 1-6	950 pts.
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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.
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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. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 - Guidelines	FL 3-3	275 pts.
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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 tasks typically follow each other in a logical progression. The incumbent analyzes the problem and develops a detailed course of action to affect changes, to develop a suitable testing strategy, and to anticipate the broader effects caused by these changes.

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

The incumbent follows established practices and techniques to perform tasks. The work involves analyzing various factors and conditions in the process of accomplishing the task, whether it be revising a program or identifying a system problem. Programming and/or systems analysis activities provide support for the subject-matter organizations, data/system users, and other agencies. The work affects the accuracy and reliability of project-related activities.

Factors 6/7 - Personal Contacts/Purpose of Contacts Level 2.a. 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; however, the incumbent may occasionally lift or rearrange computer hardware or peripheral equipment.

Factor 9 - Work Environment FL 9-1 5 pts.

The work is performed in a typical office setting. Occasional travel by any means of government or public transportation may be required.

TOTAL = 1855 pts.

IV. UNIQUE POSITION REQUIREMENTS

___ The principal responsibilities of the incumbent involve serving as a systems monitor or operations trouble-shooter when this involves devising recovery plans for system failure situations. The plans include developing and/or using utility programs to isolate causes of problems between hardware, system software, and applications programs; enhancing the ability to detect damaged or lost files; optimizing disk management; measuring system performance; controlling system security; and/or

extending operating system capabilities to support local requirements.

___ The principal responsibilities of the incumbent involve providing recommendations to project leaders on system interrelationships that must be considered in producing the output desired (*e.g.*, pilot information or control signals to ordnance) – designing subsystem information flow; developing processing logic; specifying data to be extracted for performance tests; and overseeing implementation of programming specifications by monitoring program design, coding, and debugging performed by contractors.

___ The principal responsibilities of the incumbent involve performing studies and recommending a course of action on proposed projects such as whether it would be cost effective to modify a sizable automated record keeping system to produce various additional products and reports, considering aspects such as: the success of various approaches in comparable projects at other activities; the impact on ADP staff resources; the advice of equipment analysts and systems programmers on topics affecting their specialties; and the possible conflicts or beneficial relationships with other systems.

___ The principal responsibilities of the incumbent involve developing programming specifications for subsystems of embedded computer applications or special purpose computers, studying characteristics such as: equipment configurations; interaction of various subsystems (*e.g.*, navigation, tactical, ordnance, acoustic sensor, and communications); timing constraints; and proposed human/machine interactions.

___ The principal responsibilities of the incumbent involve reviewing and selecting equipment and software; assisting in set-up, test, and training for subject-matter specialists and support personnel; providing for passwords or other security controls, data base development and management, and the ability to expand systems; reviewing, testing, and selecting from commercially available software or assisting end users with selections; resolving equipment and software compatibility questions; and resolving questions concerning telecommunications protocols, modems, front end processor/controller, and other interface questions.

___ The principal responsibilities of the incumbent involve evaluating the effectiveness of systems, devices, procedures, and methods used to safeguard classified, privacy, and other sensitive data in computer accessible media; performing security inspections and preparing reports which include findings and recommendations for correction of deficiencies; and reviewing or designing system software routines to provide an audit trail of activity against sensitive data files or insure that access to data through remote terminals is properly controlled.