

IT Specialist
GS-2210-11

INTRODUCTION

This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). This advanced developmental position performs a wide range of computer programming, analysis, network, and/or equipment assignments.

MAJOR DUTIES AND RESPONSIBILITIES

Manages one or more Local Area Networks (LAN) and ensures integration of same with the Agency's nationwide Wide Area Network (WAN).

Manages the Regional Intra-net environment including confidential information; enforces network security rules within the region as an agent of the Office of Technology.

Works with Office of Technology and Office of Inspector General to conduct software, security and other IT related audits; reviews and comments on findings and implements final agreed recommendations.

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.

Performs major portions of system and/or network administration projects. Assists in the installation, upgrading, and maintenance of systems software and associated equipment, as required. Assists in system and network performance monitoring and troubleshooting, as required. Assists in the monitoring of system security, as required.

Consults with users and assists them in the resolution of complex programming, data processing, and/or debugging problems. Provides user training dealing with more advanced systems topics, as required.

FACTORS

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 organizational unit.

Knowledge of IT security principles and methods.

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

Skill in project management principles and methods.

Skill in oral and written communication techniques.

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 timeframes 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. 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.**

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 facilitate 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 application, systems issue, or specialty area; formulation of projects or studies such as those to substantially alter major systems; or establishment of criteria in an assigned application, system, or specialty area. The work affects a wide range of agency activities and operations of applications or computer systems used in the operating unit.

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

Contacts are with computer specialists, ADP employees in related or support units, 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; 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.

Grade Range GS-11= 2355-2750

TOTAL = 2510 pts.

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.