

INFORMATION TECHNOLOGY SPECIALIST  
GS-2210-07

I. INTRODUCTION

This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). This advanced entry-level position is to perform basic developmental computer programming, analysis, network, and/or equipment assignments.

II. MAJOR DUTIES AND RESPONSIBILITIES

Develops logical scheme and codes. Completes computer programs of minimum complexity.

Adapts previously developed routines to specific project where applicable. Maintains and modifies existing programs to assure adherence to specifications or convention changes. Codes programs or subroutines from overall systems logic developed by other computer specialists.

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Consults with users regarding programming, data processing, and/or debugging problems of minimum complexity. Conducts introductory user training dealing with basic system capabilities.

Adapts previously developed system software to address new requirements, as required. Maintains and updates existing documentation describing system and library software capabilities.

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 in the organizational unit.

Factor 2 - Supervisory Controls	FL 2-2	125 pts.
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The supervisor provides continuing direction and general instructions to indicate what is to be done, priorities, and deadlines. For new and unusual tasks, appropriate sources of information or precedents are specified. The incumbent independently performs projects, seeking advice from the supervisor on problems. Work in progress is spot-checked. Completed work is reviewed for accuracy, timeliness, and compliance with standards. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 - Guidelines	FL 3-2	125 pts.
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Guidelines include agency ADP guides, IT language manuals, operating system manuals, published standards and procedures, equipment manuals, precedents, and specifications. Judgment is used in selecting among authorized methods and techniques. The incumbent consults with supervisor when guidelines are not applicable.

Factor 4 - Complexity FL 4-2 75 pts.

Assignments consist of a variety of tasks that involve several related steps. The incumbent considers factual, straightforward factors when identifying what needs to be done and in performing assignments.

Factor 5 - Scope and Effect FL 5-2 75 pts.

The incumbent performs specific tasks, such as coding, testing, and/or debugging program units. The work relieves the higher-level IT specialists of their detailed and routine work and affects the accuracy and timeliness of projects and studies of the organizational unit.

Factors 6/7 - Personal Contacts/Purpose of Contacts Level 1.a. 30 pts.

Contacts are with co-workers and employees in related or support organizational units. Contacts are to obtain or exchange factual information.

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 IT 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 = 1390 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) B 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.