POSITION DESCRIPTION

1. Position Number

2. Explanation (show any positions replaced)

3. Reason for Submission

☐ New ☐ Redescription ☐ Reestablishment ☐ Standardized PD ☐ Other

4. Service

☐ HQ ☐ Field

5. Subject to Identical Addition (IA) Action

☐ Yes (multiple use) ☐ No (single incumbent)

6. Position Specifications

Subject to Random Drug Testing ☐ Yes ☐ No

Subject to Medical Standards/Surveillance ☐ Yes ☐ No

Telework Suitable ☐ Yes ☐ No

Fire Position ☐ Yes ☐ No

Law Enforcement Position ☐ Yes ☐ No

7. Financial Statement Required

☐ Executive Personnel-OGE-278

☐ Employment and Financial Interest-OGE-450

☐ None required

8. Miscellaneous

Functional Code: --

BUS: --

9. Full Performance Level

Pay Plan:

Grade:

10. Position Sensitivity and Risk Designation

Non-Sensitive

☐ Non-Sensitive: Low-Risk

Public Trust

☐ Non-Sensitive: Moderate-Risk

☐ Non-Sensitive: High-Risk

National Security

☐ Noncritical-Sensitive: Moderate-Risk

☐ Noncritical-Sensitive: High-Risk

☐ Critical-Sensitive: High-Risk

☐ Special Sensitive: High-Risk

11. Position is

☐ 2-Supervisory

☐ 4-Supervisor (CSRA)

☐ 5-Management Official

☐ 6-Leader: Type I

☐ 7-Leader: Type II

☐ 8-Non-Supervisory

12. Position Status

☐ Competitive ☐ SES

☐ Excepted (specify in remarks) ☐ SL/ST

13. Duty Station

14. Employing Office Location

15. Fair Labor Standards Act

☐ Exempt ☐ Nonexempt

16. Cybersecurity Code

#1: #2: -- #3: --

17. Competitive Area Code:

Competitive Level Code:

18. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initial	Date
a. Department, Bureau, or Office						
b. Second Level Review		--		--		

19. Organizational Title of Position *(if different from, or in addition to, official title)*

20. Name of Employee *(if vacant, specify)*

21. Department, Agency, or Establishment

   U.S. Department of the Interior

c. Third Subdivision

a. Bureau/First Subdivision

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

22. Supervisory Certification. *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature	Date	Signature	Date

23. Classification/Job Grading Certification. *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action

Signature	Date

24. Position Classification Standards Used in Classifying/Grading Position

25. Position Review	Initials	Date	Initials	Date
a. Supervisor				
b. Classifier				

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

26. Remarks

IT Specialist (SYSADMIN)
GS-2210-11

INTRODUCTION

The Department of the Interior (Department) manages 451 million acres of the nation's public lands (about one-sixth of the land in the U.S.) and more than 2,500 operating sites, all requiring protection of information and Information Technology (IT) assets. This is a standardized position description for positions located in the Office of the Chief Information Officer (OCIO) and in the various Bureaus and Bureau Offices (Bureau/Office) of the Department.

The purpose of this position is for the incumbent to develop system administration requirements and specifications, adapting practices and procedures to ensure execution of priorities and compliance with sound systems management.

This is a National Institute of Standards and Technology (NIST) National Initiative for Cybersecurity Education (NICE) National Cybersecurity Workforce Framework (Framework). The incumbent performs Cybersecurity roles and responsibilities outlined in the NICE Framework. The NICE Framework provides Work Role Descriptions associated with Work Roles and Cybersecurity Codes.

MAJOR DUTIES

Plans and carries out difficult and complex assignments in a variety of systems administration areas. Assignments include interpreting IT policies, standards, and requirements and modifying and adapting existing methods and approaches, implementing recommendations independently or as a team member, providing advice and guidance on a wide range and variety of complex IT issues, evaluating and recommending new or enhanced approaches to delivering IT services, and analyzing and recommending resolution of complex issues associated with the configuration of IT systems also known as systems administration. Performs the following major duties associated with these assignments:

• Plans, schedules, and documents the installation of new or modified IT Systems.
• Optimizes the functionality of systems. Maintains systems integrity and availability, anticipating likely capacity or configuration problems and initiating corrective or preventive actions. Diagnoses and recovers failed systems.
• Consults with customers to identify priorities and best approaches for integrating systems administration requirements into daily operations.
• Determines best approaches for implementation aligned to Department and the organization's strategic and funding priorities.

• Researches options for problem resolution and recommendations. Presents in writing or orally to audiences within and external to the organization, identifying priorities and barriers to project accomplishment.
• Ensures guidance and work products comply with Department and the organization's IT security requirements. Identifies and mitigates security vulnerabilities and risks.
• Maintains familiarity with IT Systems configuration.
• Contributes to authoring and executing detailed test plans. Contributes to the preparation of change requests and configuration management submissions.

Performs other duties as assigned.

FACTORS

Factor 1. Knowledge Required by the Position, Level 1-7, 1250 Points

Knowledge of, and demonstrated skill in applying, IT systems administration concepts, principles, methods, and practices; IT security principles and methods; requirements analysis principles and methods; and systems testing and evaluation principles, methods, and tools sufficient to plan and carry out difficult and complex systems integration and configuration assignments requiring analyses and resolution of a variety of complex issues and problems.

Knowledge of systems integration and requirements analysis methods for current and emerging technologies. Ability to remain current on emerging technologies, and systems administration practices and methods and to analyze the cost-benefits of their adoption.

Knowledge of the organization's mission, programs, business practices, customers, and IT infrastructure.

Knowledge of test and evaluation methods and procedures; performance tuning tools and techniques; and systems diagnostic tools and fault identification techniques in order to optimize system functionality, maintain system integrity, and diagnose and recover failed systems.

Knowledge of project management principles and methods sufficient to plan and carry out assignments and to participate on project teams.

Knowledge of, and skill in applying IT security principles and methods and IT security regulations, policies, and requirements.

Skill in communicating both in writing and in oral presentations, to provide guidance to

customers, to prepare and present reports and technical analyses, to provide effective systems documentation, and to participate on functional teams.

Skill in analytical reasoning sufficient to participate in individual and team research and problem solving assignments.

Factor 2. Supervisory Controls, Level 2-4, 450 Points

The supervisor outlines overall objectives and available resources for the incumbent's IT assignments. The supervisor and the incumbent discuss timeframes, scope of the assignments, including possible stages and possible approaches. The incumbent determines the most appropriate principles, practices and methods to apply in all phases of the assignments. The incumbent interprets regulations on their own initiative, applies new methods to resolve complex, intricate, controversial, or unprecedented IT issues and resolves most conflicts that arise. The supervisor is kept informed of progress of the work and potentially controversial findings. The supervisor reviews completed work thoroughly to verify technical soundness, conformance to policy, effectiveness of approach or methods used, and adherence to established deadlines.The supervisor does not usually review the methods used by incumbent.

Factor 3. Guidelines, Level 3-3, 275 Points

The incumbent utilizes a wide variety of statutes, regulations, directives, reference materials and manuals that are not always directly applicable to individual issues and problems or may have gaps in specificity. Precedents are available outlining preferred approach to general IT problems and issues. The incumbent uses judgment in researching, choosing, interpreting, modifying and applying the available guidelines in the course of adapting them to specific problems and issues.

Factor 4. Complexity, Level 4-4, 225 Points

The work involves the performance of a variety of duties consisting of many different and unrelated processes and methods in the IT field related to systems administration. The incumbent decides what needs to be done by evaluating unusual circumstances in an assignment, considering different approaches to deal with incomplete and conflicting data and identifying and analyzing important factors and conditions. The incumbent uses judgment and originality in interpreting data, planning work, and refining methods and techniques.

Factor 5. Scope and Effect, Level 5-3, 150 Points

The purpose of this position is for the incumbent to develop system administration requirements and specifications, adapting practices and procedures to ensure execution of

priorities and compliance with sound systems management. Work affects the availability and reliability of systems used by employees throughout the organization to effectively accomplish critical business processes.

Factors 6/7. Personal Contacts/Purpose of Contacts, Level 3b, 110 Points

There are regular and recurring contacts in moderately unstructured settings with individuals and groups within OCIO/Bureau/Office and its operating divisions including IT Specialists and program managers. Additional contacts occur on an ad hoc basis with OCIO/Bureau/Office officials who are several managerial levels above that of the incumbent. The incumbent is typically required to recognize and learn the role and authority of the parties contacted during the course of meetings and conferences. Contacts are also with vendors, contractors, and consultants.

The purpose of contacts is to plan, coordinate and advise on work efforts, and to resolve IT issues or operating problems by influencing or persuading others working toward mutual goals and having cooperative attitudes. The contacts typically involve identifying options for the resolution of problems and issues.

Factor 8 - Physical Demands (FL 8-1/5 Points)

The work is primarily sedentary. Some work may involve travel to and attendance at meetings and conferences away from the work site. Some employees may carry light items such as papers, books, or small parts, or drive a motor vehicle. The work does not require any special physical effort.

Factor 9 - Work Environment (FL 9-1/5 Points)

The work area is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions. Some employees may occasionally be exposed to uncomfortable conditions in such places as research facilities.

TOTAL POINTS: 2470
GS-11 POINT RANGE=2355-2750
FINAL DETERMINATION: GS-11