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

a. Bureau/First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth 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-2210-13

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 the various Bureaus and Bureau Offices (Bureau/Office) of the Department.

The purpose of this position is to serve as the principal OCIO/Bureau/Office contact for IT systems within the assigned portfolios/major systems. The incumbent performs a variety of the most difficult integration and complex configuration duties requiring the application of expert knowledge including establishing new approaches and methods to assess systems operations, analyzing emerging requirements, assessing the feasibility of new systems, and identifying the causes of complex operational problems.

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

Serves as the principal OCIO/Bureau/Office point of contact for creating, configuring, maintaining, and updating all IT systems. Analyzes and develops system requirements; integrates systems across disciplines; defines the scope and level of detail for systems plans and policies; assesses new systems design methodologies to improve functionally, performance quality and security; leads or performs implementation activities; identifies the need for changes based on new technologies; reviews and evaluates security response policies; develops long-range plans; reviews new systems, networks, and designs for compatibility and feasibility; and resolves integration issues related to the implementation of new systems with the existing infrastructure.

Serves as a subject matter expert for IT Systems. Develops and executes detailed test plans. Provides guidance on the preparation of change requests and authors configuration management submissions.

Drafts and/or develops operational policies, procedures, requirements, and practices for all IT systems. Coordinates with OCIO on the development of systems and application policies

guidelines, standards, requirements, and procedures. Recommends ways to optimize the operability, functionality, and security of the Department's enterprise systems.

Develops and provides compliance oversight for implementation of systems requirements, policies, guidelines, and practices. This includes initial design, system lifecycle management,change management, and configuration management.

Provides expert advice, counsel, and instruction to employees, supervisors, and management on issues pertaining to systems and the administration of them, and establishes and maintains strong relationships with internal and external counterparts from multiple IT disciplines to lead IT systems development projects and to collaborate on evaluating the effectiveness of installed systems and devising solutions to problems and issues.

Analyzes, monitors and optimizes systems performance, security, and capacity. Plans and conducts simulations to determine capacity requirements and recommends hardware/software replacements or upgrades to meet current future requirements.

Generates and runs simulation models for future applications, evaluating and verifying impacts on the current and planned enterprise IT architecture. Develops and presents plans for integrating new technology into existing architecture. Develops and implements migration strategies including planning for continuity of operations during the deployment of new technology as a senior advisor.

Researches options for problem resolution and recommendations. Presents in writing or orally to audiences within and external to the Department identifying priorities and barriers to project accomplishment.

Ensures all guidance and work products comply with the Department and the Bureau/Office IT security requirements. Identifies and mitigates security vulnerabilities and risks.

Performs other duties as assigned.

FACTORS

Factor 1 - Knowledge Required by the Position   (FL 1-8, 1550 Points)

Mastery of, and skill in applying, advanced IT systems administration principles, concepts, methods, standards, and practices sufficient to provide expert technical advice, guidance, and recommendations to management and other technical specialists on critical issues; apply new solutions to previously unsolvable problems; design, develop, and manage systems that meet current and future business requirements; and make decisions or recommendations that significantly influence important agency IT policies or programs.

Mastery of, and skill in applying, IT systems security principles, concepts, and methods, as well as knowledge of multiple IT systems disciplines, the Department's and the Bureau/Office enterprise IT architecture, and project management principles and methods sufficient to ensure the integration of IT programs and services into the design and management of IT systems; and to review, evaluate, and draft/develop systems administration policies and requirements.

Mastery of, and skill in applying, knowledge of capacity management principles, concepts, and tools, including modeling and simulation techniques for IT systems.

Skill in performing cost-benefit analyses for implementing recommendations for change.

Skill in effective oral and written communications strategies sufficient to present briefings to senior management officials on complex issues and complex assessments of state of the art systems technology and their impact on Department and Bureau/Office operations.

Factor 2 - Supervisory Controls   (FL 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 own initiative, develops and 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. Completed work is reviewed for soundness of overall approach, effectiveness in meeting requirements or producing expected results and the feasibility of recommendations. The supervisor does not usually review the methods used by incumbent.

Factor 3 - Guidelines   (FL 3-4, 450 Points)

Guidelines available to the incumbent consist of general statutes, regulations, policy statements and precedents that often do not address the particulars of emerging systems requirements. Assignments require modification or recommending alternatives to existing guidelines or originating new guidelines based upon statutory changes or emerging technology. The incumbent uses judgment, initiative and resourcefulness to deviate from established methods in the course of modifying and refining the broad guidelines in order to resolve specific, complex and intricate IT issues and problems. The incumbent researches diverse IT trends and patterns, develops new methods and criteria and analyzes and drafts proposals for new policies and procedures to management.

Factor 4 - Complexity   (FL 4-5, 325 Points)

Work involves a variety of duties requiring the application of many different and unrelated processes and methods. Incumbent leads Bureau/Office and/or Department or interagency IT systems administration initiatives, directing the work of teams and exercising judgment and ingenuity ensuring alignment with Department mission and funding priorities. Has authority to recommend changes, coordinate the development of consensus positions, and resolve conflicts when addressing issues involving major areas of uncertainty due to changes in priorities or emerging technology.

Factor 5 - Scope and Effect   (FL 5-4, 225 Points)

The purpose of this position is to serve as the principal OCIO/Bureau/Office contact for creating, configuring, maintaining, and updating all IT systems. Work involves creating, configuring, adapting and implementing major systems and systems diagnostic and maintenance tools to ensure the availability and functionality of OCIO/Bureau/Office systems required to support Department and/or Bureau/Office objectives. Work affects the availability and effectiveness of major systems needed to meet the Department's business requirements.

Factors 6/7 - Personal Contacts/Purpose of Contacts (FL 3c, 180 Points)

There are regular and recurring contacts in moderately unstructured settings with individuals and groups within the Department and its Bureau/Offices as well as outside the Department, including IT Specialists and program managers in other Federal agencies, consultants, contractors, vendors, representatives of professional associations and other individuals and groups with Department IT concerns. Additional contacts occur on an ad hoc basis with Department 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.

The purpose of the contacts is to influence and persuade employees and managers to accept and implement the incumbent's IT findings and recommendations. Resistance to the recommendations may be encountered from the managers due to organizational conflicts, competing objectives or resource problems. It is therefore necessary to be skillful and tactful in approaching the contacts.

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 - 3190

GS-13 POINT RANGE 3155-3600

FINAL DETERMINATION: GS-13