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

Classification: IT Specialist (SYSADMIN), GS-2210-14

INTRODUCTION

The Department of the Interior (DOI) 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 DOI. The purpose of the position is to serve as a senior principal contact for DOI responsible for a wide range of complex assignments and projects relative to systems administration. The incumbent performs work that involves the performance of a variety of the most difficult and complex systems administration duties requiring the application of expert knowledge, including developing new approaches and methods to assess systems operations, analyzing emerging requirements, assessing the feasibility of new systems, and identifying causes of one of a kind operational problems. Serves as an authority in assigned areas to other OCIO and DOI Information Technology (IT) Specialists. 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 one of the IT Specialist/System Administrator technical authorities and subject matter experts for DOI IT business processes. Evaluates the technical and functional impact of the introduction of new products and techniques, and advises on their supportability and capabilities. Establishes and directs focus on challenging and highly complex project/programs. Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions.

Responsible for a wide range of highly complex assignments pertaining to systems administration in a variety of IT systems areas to include modifying existing or developing new methods and approaches, interpreting and adapting guidelines and laws, and implementing recommendations. Regularly leads implementation teams researching and developing recommendations for major modifications to established operations in order to improve efficiency or operational performance. Serves as a senior advisor to IT Specialists throughout DOI on projects and assignments in creating, configuring, updating, and upgrading IT systems and system operations, including the implementation of state of the art technologies.

Develops policies, plans, and procedures to ensure the continued reliability, security, and functionality of systems. Evaluates impacts of new systems administration guidelines, business practices, and requirements on current programs and recommends/develops changes to existing policies and practices to ensure compliance. Develops and provides compliance oversight. Reviews and analyzes existing practices and recommends to senior management improvements, new workflows, and revised business models.

Leads DOI deployment of technology and standard operating procedures for a variety of IT systems. Provides authoritative input on matters pertaining to the way IT systems are managed. Promotes integration of multiple IT disciplines into systems administration operations; translates strategic plans and technical guidance into objectives, strategies, and architectural guidance for IT systems.

Generates and runs simulation models for future applications, evaluating and verifying impacts on the current and planned enterprise IT architecture. Provides cost-benefit analyses and recommendations for upgrading system requirements based upon emerging technology. Develops and presents plans for integrating new systems technology into existing architecture.

Develops and implements migration strategies including planning for continuity of operations during the deployment of new technology. Serves as a resource for IT specialists throughout DOI, providing recommendations for ensuring migration strategies, and anticipates software and systems upgrades likely to emerge during the life cycle.

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

Ensures critical mission systems are in compliance and consistent with DOI's IT security program and requirements.

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 senior 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, DOI'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 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.

Skill in analytical reasoning and in applying quantitative and qualitative analytical tools sufficient to leading team research and problem solving assignments involving assessment of and migration to emerging technologies and involving cost-benefit analyses for decision making purposes.

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 OCIO and DOI operations.

Factor 2 - Supervisory Controls (FL 2-5/650 Points)

The supervisor provides broad administrative and policy direction in terms of broadly defined missions and functions consistent with OCIO and DOI mission. The incumbent serves as an expert on IT systems and how they are administered both internal to the Bureau/Office and with DOI. The incumbent executes programs and projects impacting DOI IT operations with authority to define objectives and interpret DOI policy. Serves as a technical authority within the Bureau/Office and as part of the OCIO technical team, independently and collaboratively planning, designing, and executing DOI assignments. Work is accepted by the supervisor as technically authoritative subject to review for impacts to OCIO and DOI policy and program priorities.

Factor 3 - Guidelines (FL 3-5/650 Points)

Incumbent applies statutes and state of the art emerging technology that often require considerable judgment and ingenuity to determine the intent of guidelines and how they can be applied to OCIO/Bureau/Office and DOI operations. Formulates technical interpretations of guidance and incorporates into Systems Administration operations as a technical authority. The incumbent is considered a DOI expert in systems administration for assigned portfolios/major systems.

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 DOI or interagency IT systems administration development and planning efforts directing work of teams and exercising judgment and ingenuity ensuring alignment with DOI mission and funding priorities. Has authority to recommend and coordinate the development of consensus positions to resolve conflicts and ensure currency of IT policy implementation including when addressing issues involving major

areas of uncertainty due to changes in priorities or emerging technology.

Factor 5 - Scope and Effect (FL 5-5/325 Points)

The purpose of the position is to serve as a senior principal contact for DOI responsible for a wide range of complex assignments and projects relative to IT systems and how they are administered. Work involves isolating and defining unprecedented conditions; resolving critical problems; developing standards on how to administer IT systems and policies incorporating new technology and statutory requirements. As a senior principal contact for DOI, the work impacts that of other technical experts and the development of major aspects of the DOI's IT programs.

Factors 6/7 - Personal Contacts/Purpose of Contacts, Level 3c, 180 Points

There are regular and recurring contacts in moderately unstructured settings with individuals and groups within OCIO and throughout the DOI, as well as outside DOI, including IT Specialists and program managers in other Federal agencies, consultants, contractors, vendors, representatives of professional associations and other individuals and groups with DOI IT concerns. Additional contacts occur on an ad hoc basis with senior DOI 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 provide program leadership and to influence and persuade employees and managers to accept and implement the incumbent's IT findings and recommendations. Resistant 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.

TOTAL POINTS: 3690

GS-14 POINT RANGE: 3605-4050