

POSITION DESCRIPTION						
1. Position Number			2. Explanation (show any positions replaced)			
3. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Standardized PD <input type="checkbox"/> Other						
4. Service <input type="checkbox"/> HQ <input type="checkbox"/> Field	5. Subject to Identical Addition (IA) Action <input type="checkbox"/> Yes (multiple use) <input type="checkbox"/> No (single incumbent)					
6. Position Specifications Subject to Random Drug Testing <input type="checkbox"/> Yes <input type="checkbox"/> No Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input type="checkbox"/> No Telework Suitable <input type="checkbox"/> Yes <input type="checkbox"/> No Fire Position <input type="checkbox"/> Yes <input type="checkbox"/> No Law Enforcement Position <input type="checkbox"/> Yes <input type="checkbox"/> No			7. Financial Statement Required <input type="checkbox"/> Executive Personnel-OGE-278 <input type="checkbox"/> Employment and Financial Interest-OGE-450 <input type="checkbox"/> None required		10. Position Sensitivity and Risk Designation <u>Non-Sensitive</u> <input type="checkbox"/> Non-Sensitive: Low-Risk <u>Public Trust</u> <input type="checkbox"/> Non-Sensitive: Moderate-Risk <input type="checkbox"/> Non-Sensitive: High-Risk <u>National Security</u> <input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk <input type="checkbox"/> Noncritical-Sensitive: High-Risk <input type="checkbox"/> Critical-Sensitive: High-Risk <input type="checkbox"/> Special Sensitive: High-Risk	
		8. Miscellaneous Functional Code: -- BUS: --	9. Full Performance Level Pay Plan: Grade:			
11. Position is <input type="checkbox"/> 2-Supervisory <input type="checkbox"/> 4-Supervisor (CSRA) <input type="checkbox"/> 5-Management Official <input type="checkbox"/> 6-Leader: Type I <input type="checkbox"/> 7-Leader: Type II <input type="checkbox"/> 8-Non-Supervisory		12. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> SES <input type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST			15. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
	13. Duty Station	14. Employing Office Location	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.			24. Position Classification Standards Used in Classifying/Grading Position			
Typed Name and Title of Official Taking Action						
Signature		Date				
25. Position Review	Initials	Date	Initials	Date	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.	
a. Supervisor						
b. Classifier						
26. Remarks						

**IT Specialist (SYSADMIN)
GS-2210-9**

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 perform work involving the performance of routine and recurring assignments supporting information technology (IT) systems administration independently or in support of the work of a more senior specialist. Works under closer than normal supervision and works in a developmental capacity performing assignments and completing training, both of which are aimed at preparing the incumbent for the knowledge and skills necessary to perform the duties outlined.

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

Provides assistance and support for assignments and projects relative to the configuration of IT systems also known as systems administration. Performs routine and recurring assignments independently or supporting higher graded specialists, identifying and resolving recurring and routine issues and problems as they arise. Performs the following major duties associated with this work:

- Supports, and documents IT Systems configuration. Provides assistance with authoring and executing detailed test plans. Aids in the preparation of change requests and configuration management submissions.
- Monitors and troubleshoots IT systems availability.
- Maintains version control of all operating systems and standard supported software as they become available.
- Schedules downtime to minimize user impact.
- Schedules, monitors, and verifies the integrity of system backups and restore data as needed.
- Corrects security vulnerabilities in assigned systems in response to problems identified in vulnerability reports.

- Serves on teams responsible planning and managing large-scale IT deployments.
- Participates in analyses by assembling data and background materials addressing the systems impact of Office, Bureau, OCIO or higher authority IT initiatives.
- Participates in internal meetings, sharing information obtained through research, presenting alternatives and recommendations within well- established practices, and assisting higher graded specialists in preparing for such meetings.
- Provides routine advice and guidance to customers requesting information on established policy or procedures, including those related to information security.

Performs other duties as assigned.

FACTORS

Factor 1. Knowledge Required by the Position, Level 1-6, 950 Points

Knowledge of, and skill in applying, IT systems configuration principles, methods, and practices; technical documentation methods and procedures; performance monitoring principles and methods; and systems security methods and procedures sufficient to perform routine and recurring systems administration assignments; monitor and troubleshoot systems availability; identify and resolve issues and problems in the course of carrying out such assignments; and provide information and assistance to customers.

Knowledge of system interrelationships,, software, and/or IT equipment configuration.

Knowledge of software distribution tools and mechanisms and data recovery tools and techniques.

Knowledge of established IT project management principles including life cycle management sufficient to serve on, participate in, and support project teams.

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

Ability to communicate orally and in writing to provide guidance to customers, to prepare and present reports, 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 2-3, 275 Points

The supervisor discusses possible problem areas and defines objectives, plans, priorities and deadlines for the employee's assignments. Most assignments at this IT level have clear precedents requiring successive steps in planning and execution. The incumbent is expected to independently plan and carry out the assignments in conformance with accepted policies and practices, adhere to instructions, policies and guidelines while exercising judgment to resolve commonly encountered work problems and bring controversial information and findings to the supervisor's attention. Controversial or unusual situations are brought to the attention of the supervisor. Supervisor reviews completed work for technical soundness, policy conformance, adherence to deadlines, and effectiveness of approach. The methods used to complete an assignment are not usually reviewed in detail.

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

The incumbent utilizes a wide variety of reference manuals, regulations, and directives that often have gaps in specificity and are not always directly applicable to individual issues and problems. Precedents are available outlining a preferred approach to general IT problems and issues. The incumbent is therefore required to use judgment in researching, choosing, interpreting, modifying and applying the available guidelines in the course of adapting them to specific problems and issues in the specialty area.

Factor 4. Complexity, Level 4-3, 150 Points

Work consists of various duties that involve applying a series of different and unrelated processes and methods. Incumbent decides what needs to be done based on analyses of the subjects and issues related to the assignment, selecting appropriate courses of action from many acceptable alternatives. Incumbent identifies and analyzes important factors and conditions in order to recognize and apply an understanding of interrelationships among different IT functions and activities.

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

Work involves maintaining the functionality and availability of systems. This includes maintaining, optimizing, and troubleshooting IT hardware and software; reviewing IT hardware statistics and recommending configurations to better utilize hardware resources; and implementing and verifying systems backup and restoration. Work affects the availability of systems used by employees throughout the organization to effectively accomplish critical business processes.

Factors 6/7. Personal Contacts/Purpose of Contacts, Level 2b, 75 Points

Contacts are typically with employees, managers and IT Specialists within the Department both inside and outside the immediate office, as well as with representatives of private concerns and the

general public in moderately structured settings. Contacts with managers and employees may take place at various levels.

The purpose of the 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: 1885

POINT RANGE:1855-2100

FINAL DETERMINATION: GS-09