

| POSITION DESCRIPTION  |  |   |   |   |   |                   |
|---|--|---|---|---|---|-------------------|
| 1. Position Number  |  |   | 2. Explanation (show any positions replaced)  |   |   |                   |
| 3. Reason for Submission<br><input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Standardized PD <input type="checkbox"/> Other  |  |   |   |   |   |                   |
| 4. Service<br><input type="checkbox"/> HQ <input type="checkbox"/> Field  | 5. Subject to Identical Addition (IA) Action<br><input type="checkbox"/> Yes (multiple use) <input type="checkbox"/> No (single incumbent) |   |   |   |   |                   |
| 6. Position Specifications<br>Subject to Random Drug Testing <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Telework Suitable <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Fire Position <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Law Enforcement Position <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |   | 7. Financial Statement Required<br><input type="checkbox"/> Executive Personnel-OGE-278<br><input type="checkbox"/> Employment and Financial Interest-OGE-450<br><input type="checkbox"/> None required |   | 10. Position Sensitivity and Risk Designation<br><u>Non-Sensitive</u><br><input type="checkbox"/> Non-Sensitive: Low-Risk<br><u>Public Trust</u><br><input type="checkbox"/> Non-Sensitive: Moderate-Risk<br><input type="checkbox"/> Non-Sensitive: High-Risk<br><u>National Security</u><br><input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk<br><input type="checkbox"/> Noncritical-Sensitive: High-Risk<br><input type="checkbox"/> Critical-Sensitive: High-Risk<br><input type="checkbox"/> Special Sensitive: High-Risk |                   |
|   |  | 8. Miscellaneous<br>Functional Code: --<br>BUS: --  | 9. Full Performance Level<br>Pay Plan:<br>Grade:  |   |   |                   |
| 11. Position is<br><input type="checkbox"/> 2-Supervisory<br><input type="checkbox"/> 4-Supervisor (CSRA)<br><input type="checkbox"/> 5-Management Official<br><input type="checkbox"/> 6-Leader: Type I<br><input type="checkbox"/> 7-Leader: Type II<br><input type="checkbox"/> 8-Non-Supervisory  |  | 12. Position Status<br><input type="checkbox"/> Competitive <input type="checkbox"/> SES<br><input type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST |   |   | 15. Fair Labor Standards Act<br><input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt  |                   |
|   | 13. Duty Station   | 14. Employing Office Location   | 16. Cybersecurity Code<br>#1:                    #2: --                    #3: --   | 17. Competitive Area Code:<br>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<br>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  |   |                   |
| a. Supervisor   |  |   |   |   |   |                   |
| b. Classifier   |  |   |   |   |   |                   |
| 26. Remarks   |  |   |   |   |   |                   |

**DOI Standard PD  
PD# DOI014**

**Supervisory IT Specialist (SYSADMIN)  
GS-2210-14**

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

The purpose of this position is to provide competent authority guidance and management in a variety of the most difficult and complex systems administration duties requiring expert knowledge including new approaches and methods to assess systems operations, analyze emerging requirements, provide new and unprecedented interpretations of guidelines, assess the feasibility of new systems, and isolate recurring operational problems. Oversees projects and supervises line staff.

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 AND RESPONSIBILITIES 75%**

Plans, directs, organizes, coordinates and supervises implementation and project teams researching and developing requirements, and assessing the performance of IT systems and their operations or procuring new technologies to support and enhance DOI operations and business functions. Leads, plans, designs, develops and facilitates deployment of new systems, assessing systems operations, and upgrading information technology (IT) operations; and provides authoritative input on evaluating future applications and their impact on enterprise architecture, migration strategies such as planning for continuity of operations, and resolutions to issues of systems operational performance. Ensures project duplications are avoided and project goals and objectives are in harmony with one another, as well as the OCIO's strategic and mission direction.

Translates strategic plans and technical guidance into objectives, strategies, and architectural guidance to support systems administration services for the bureau/office. Ensures that critical mission systems and applications are compliant with IT security requirements and enhance interoperability and integration for business applications and IT infrastructure. Accountable and responsible for internal management controls to include development, documentation, and operation of both internal processes and administrative controls. Reviews and analyzes existing processes; recommends to senior management improvements, new workflows, and revised business models.

Acquire and manage the necessary resources, including leadership support, financial resources, and key personnel, to support maintenance of systems operations to improve operational performance. Defines

and assigns team responsibilities through programs and projects impacting DOI IT operations, establishing briefing, testing, demonstration, and reporting protocols to ensure customers and senior leaders are involved in the development and implementation efforts. Oversees expenses and budgetary obligations of the bureau/office,

understanding and guiding costs, expenses, and contractor oversight and input if warranted, in support of fiscal year budgetary planning and operations.

### **Supervisory/Managerial Responsibilities 25%**

Oversees and manages highly complex projects in a variety of IT systems administration areas modifying existing or developing new methods and approaches, interpreting and adapting guidelines, and implementing recommendations. Regularly leads implementation teams researching and developing recommendations for most effectively presenting and recommending major modifications to established operations to improve efficiency or operational performance, or for making modifications to established practice as a recognized authority.

Manages the planning, direction, and execution of all bureau/office operations; and provides administrative and technical oversight to subordinate staff. Determines goals and objectives that need additional emphasis; determines the best approach or solution for resolving budget shortages; and plans for long range staffing needs, to include whether to contract out work. Acquires and manages the necessary resources, including leadership support, financial resources, and key personnel, to support DOI and OCIO IT architecture program goals, and reduce overall organizational risk. Plans work to be accomplished and establishes priorities and deadlines for employees based upon workload and abilities. Provides advice and counsel to employees, interviews and selects candidates for positions within the bureau/office, makes promotions and reassignments, hears and resolves complaints from employees, initiates disciplinary action if required; and ensures specialized training is provided to enhance individual and collective operational effectiveness of personnel commensurate with their responsibilities. Ensures reasonable equity among subordinates concerning performance standards, rating techniques, and assessment of subordinates. Initiates and makes recommendations pertaining to employee awards; approves/disapproves leave, and hears and promotes acceptance and adherence to the provisions of the Equal Employment Opportunity Program. Exercises significant responsibilities engaging with leadership and other departments, divisions, and/or branches within the bureau/office.

Performs other duties as assigned.

## **GENERAL SCHEDULE SUPERVISORY GUIDE FACTORS**

### **Factor 1 - Program Scope and Effect (FL 1-4/775 PTS)**

Directs a program segment providing leadership, management and direction to a staff of highly technical and administrative personnel involved in systems administration. Provides authoritative guidance to senior Department officials and across the bureau/office regarding new systems, the operational performance of systems, and the impact of future applications on enterprise architecture. The work performed and supervised by the employee is critical to carrying out the

Department's mission and affects all national programs administered by the bureau/office through initiating and administering actions that meet several bureau/office strategic objectives.

**Factor 2 - Organizational Setting (FL 2-1/100 PTS)**

The employee is accountable to a position that is one or two reporting levels before the first SES equivalent position.

**Factor 3 - Supervisory/Managerial Authority Exercised (FL 3-2b/450 PTS)**

Accomplishes work through combined technical and administrative supervision and direction of others taking at least 25 percent of the position's time.

As a first-level supervisor, plans work to be accomplished and sets priorities for subordinates; sets performance stands; evaluates performance and counsels employees; gives advice, counsel and/or instruction to employees on both work and administrative matters; interviews candidates for positions in the bureau/office and makes selections; initiates or participates in review and improvement of work methods and the structuring of positions to achieve optimum efficiency; initiates and makes recommendations pertaining to employee awards; approves or disapproves leave; hears and resolves minor complaints from employees; recommends disciplinary measures; identifies developmental and training needs for employees; and promotes acceptance and adherence to the provisions of the Equal Opportunity Program. When overseeing contractors' efforts, provides technical requirements and descriptions of work to be accomplished, as well as deadlines and standards for acceptable work; integrates work schedules and processes with the work of subordinates; tracks projects and quality of performance; and decides on the acceptability, rejection, or correction of work products or services.

**Factor 4 - Personal Contacts**

**Subfactor 4A - Nature of Contacts (FL 4A-3/75 PTS)**

Contacts, which are related to enterprise-wide systems administration, involves interaction with senior level managers and IT professionals throughout the Department as well as program managers, consultants, contractors, and/or vendors. The settings for these contacts can be both formal, e.g., when serving on departmental or interagency working groups, and informal. Many of the contacts also require significant preparation prior to the meeting due to the technical complexity of the issues at hand.

**Subfactor 4B - Purpose of Contacts (FL 4B-3/100 PTS)**

The purpose of the contacts is to inform, influence, motivate, or persuade and gain support for key IT initiatives; determine, justify and negotiate priorities with management and stakeholders; discuss specific operational matters, IT projects, and their related technical or administrative issues; and represent the bureau/office in a variety of settings. In many cases, the incumbent must explain complex technical concepts and operations to lay individuals. At other times, due to the cost and impact of decisions, the incumbent must negotiate/resolve conflicts and problems, and influence program

managers to use recommended technical solutions. Contacts usually involve active participation in meetings and briefings.

**Factor 5 - Difficulty of Typical Work Directed (FL 5-8/1030 PTS)**

The highest grade-level of nonsupervisory work managed is GS-13 which requires at least 25 percent of this position's duty time.

**Factor 6 - Other Conditions (FL 6-5b/1225 PTS)**

The work of this position requires supervision of highly technical work comparable in difficulty to the GS-13 level, ensuring compliance with Federal mandates and legislation. Projects managed include conducting studies to identify improvements in the way IT capabilities are applied to key business functions for the Department. The work requires extensive coordination and integration of activities with senior management and program managers and requires extensive analysis prior to providing effective IT solutions. The issues addressed are rapidly evolving and the employee must consider probable areas of future change in system designs and technology in order to meet later requirements and programmatic strategies that deal with shifting priorities, resources, and funds. The employee provides authoritative advice to senior-level management and makes recommendations involving the adoption of new technologies to improve the efficiency of program operations.

**TOTAL POINTS: 3755**

**POINT RANGE: 3605-4050**

**FINAL DETERMINATION: GS-14**