

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		
a. Supervisor				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.		
b. Classifier						
26. Remarks						

**DOI Standard PD
PD# DOI018**

**IT Specialist (SYSADMIN)
GS-2210-12**

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 and the various Bureaus and 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; interpreting guidelines; and adapting to new or emerging requirements.

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:

- Reprioritizes and allocates resources as they become available and recommends additional components to improve overall system performance. Keeps abreast of current and emerging technologies and systems administration practices and methods. Analyzes and provides cost-benefit analyses to decision-makers for recommended changes.
- Develops standard operating procedures for a variety of IT hardware tasks or activities. Modifies, adapts, and/or refines broader guidelines to resolve specific complex and/or intricate issues and problems; and identifies and researches trends and patterns in order to develop new methods and criteria and/or propose new policies or practices for systems administration activities.

- Plans and coordinates product and equipment installation and lifecycle upgrades, overseeing and resolving technical and administrative problems, controlling current versions and future releases of hardware and applications software, and documenting the physical configuration of the systems.
- Optimizes the functionality and performance 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. Recommends additional components to improve overall system performance.
- Ensures guidance and work products comply with Department and the organization's IT security requirements. Identifies and mitigates security vulnerabilities and risks.

Performs other duties as assigned.

FACTORS

Factor 1 - Knowledge Required by the Position (FL 1-7, 1250 Points)

Knowledge of, and 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 and sufficient to develop SOPs, guidelines, and modified business practices.

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 lead and 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 advice and guidance to customers, to prepare and present reports and technical analyses, to provide effective systems documentation, to participate on or lead functional teams, and to develop organizational SOPs and guidance and to draft policies and business practices for larger audiences.

Skill in analytical reasoning and in applying quantitative and qualitative analytical tools sufficient to participate in individual and team research and problem solving assignments and to perform cost-benefit analyses for implementing recommendations for change.

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 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. 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 modifying 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, develops SOPs, and proposes new policies and procedures for Systems Administration.

Factor 4 - Complexity (FL 4-4, 225 Points)

The work involves the performance of a variety of duties consisting of many different and unrelated processes and methods. 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. The incumbent uses judgment and originality in interpreting data, planning work, and refining methods and techniques.

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

The purpose of this position is for the incumbent to maintain the current IT infrastructure, develop standard operating procedures and adapt practices and procedures to ensure execution of priorities and compliance with sound systems management; interpreting guidelines; and adapting to new or emerging requirements.

Work affects the availability of systems needed to meet OCIO and/or Bureau/Office business requirements and impacts the effectiveness and functionality of systems throughout the organization.

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 OCIO/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 OCIO/ Bureau/Office IT concerns. 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.

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 (Level 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 (Level 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: 2790

GS-12 POINT RANGE=2755-3150

FINAL DETERMINATION: GS-12