

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: --			
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						

**DOI Standard PD  
PD #DOI015**

**Supervisory IT Specialist (SYSADMIN)  
GS-2210-15**

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

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.

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%**

Ensures confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, evaluation, and enhancement of systems operations and performance, systems requirements, and migration strategies for planned continuity of operations within and across the enterprise. Advises on all assigned systems programs and projects impacting DOI information technology (IT) operations. Promotes the awareness of security and migration strategies that affect continuity of IT operations. Ensures project duplications are avoided and project goals and objectives are in harmony with one another, as well as OCIO's strategic and mission direction.

Provides leadership and managerial direction to subordinate staff responsible for evaluating future applications and their impact on enterprise architecture, evaluating and improving IT operations, developing and implementing migration strategies, and resolving systems-related issues throughout the enterprise. Provides policy guidance to staff through the discussion of overall specific problems, which may be precedent setting, extremely complex, and/or very unusual. Develops and maintains systems administration guidelines, policies, plans and procedures ensuring effective conduct of assigned missions, functions and operations of the Department. Establishes performance metrics, reporting processes, and evaluation methodology to assess program accomplishments.

Reviews IT programs to assess overall compliance with IT plans and policies, as well as their alignment with business requirements. Modifies IT and systems policies and processes to respond to changes in DOI's business requirements and processes and/or changes in policy or regulatory requirements. Evaluates the impact of new guidance on current programs and applications, recommending changes to existing policies and processes to ensure compliance and responsiveness.

Leads efforts to develop, implement, and manage long and short-term IT plans in compliance with DOI's IT strategic plan. Provides expert input to the development and implementation of the DOI's mission, goals, and objectives as an authority on managing systems operations and performance. Updates and coordinates changes to these plans as events occur, e.g., changing regulations, cutting edge systems and/or technology and ensures that these plans are coordinated and understood by stakeholders throughout the bureau/office.

Acquires and manages the necessary resources, including leadership support, financial resources, and key systems administration personnel, to support IT goals, and reduce overall organizational risk. 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.

Participates in formal and informal management planning, policy and decision-making sessions regarding legislative changes, technological improvements, and changes in Federal and non-Federal policies and standards are followed during development, implementation and maintenance of IT programs. Reviews recommendations proposed by management and technical specialists for compatibility with stated mission goals and objectives. Assesses potential problem areas and personally intervenes to restore or improve the level of confidence and cooperation required to efficiently meet mission objectives.

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

Through a staff of subordinate supervisors manages the planning, direction, and execution of all organizational 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, including the determination of whether contract resources are needed. Acquires and manages the necessary resources, including leadership support, financial resources, and key personnel, to support IT goals, and reduce overall organizational risk. Plans work to be accomplished and establishes priorities and deadlines through subordinate supervisors and/or team leaders for employees based upon workload and abilities. Provides advice and counsel to staff, interviews and selects candidates for positions within the bureau/office, makes promotions and

reassignments, hears and resolves complaints from employees, initiates disciplinary actions 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 in engagement with leadership, and other bureau/offices within DOI.

Performs other duties as assigned.

## **GENERAL SCHEDULE SUPERVISORY GUIDE FACTORS**

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

Directs a program responsible for aspects of systems administration to ensure confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of program policies, procedures, and tools within and across the enterprise. As a recognized expert in the field of systems administration, provides authoritative guidance to senior Department officials across the enterprise regarding support programs and initiatives aimed at managing systems operations and performance. The work performed and supervised by the employee is critical to carrying out DOI's mission and affects all national programs administered by the bureau/office through initiating and administering actions that meet several DOI strategic objectives.

### **Factor 2 - Organizational Setting (FL 2-2/250 PTS)**

This position is accountable to a position that is one reporting level before the first SES equivalent position.

### **Factor 3 - Supervisory/Managerial Authority Exercised (FL 3-3b/775 PTS)**

As a second-level supervisor, manages the planning, direction, and execution of the bureau/office's operations; and provides technical and administrative supervision to a staff, including Federal Government employees and contractors through subordinate supervisors and/or team leaders. Exercises the following supervisory authorities and responsibilities: 1) Uses subordinate supervisors and/or team leaders to direct, coordinate, and oversee the work and provide similar oversight of contractors; 2) Exercises significant responsibilities in dealing with officials of other DOI organizations, other Federal agencies, state and local government agencies, commissions, and non-government organizations; 3) Assures reasonable equity of performance standards and rating techniques and assures comparable equity in the assessment of the adequacy of contractor capabilities or contractor completed work; 4) Makes decisions on work problems presented by subordinate supervisors, team leaders or contractors; 5) Evaluates subordinate supervisors and serves as the reviewing official on evaluations as appropriate; 6) Makes, approves or recommends selections for subordinate positions; 7) Hears and resolves

group grievances or serious employee complaints; 8) Determines whether contractor- performed work meets standards of adequacy necessary for authorization of payment; 9) Recommends awards or bonuses for personnel and changes in position classification; and 10) Finds and implements ways to promote team building and/or improve business practices.

#### **Factor 4 - Personal Contacts**

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

Contacts, which are related to enterprise-wide systems administration programs and projects impacting DOI IT operations, involves interaction with senior level managers and IT professionals throughout DOI 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 DOI in a variety of settings. In many cases, the employee must explain complex technical concepts and operations to lay individuals. At other times, due to the cost and impact of decisions, the employee must negotiate/resolve conflicts and problems, and influence program managers to use recommended technical solutions that address DOI and OCIO IT program needs. Contacts usually involve active participation in meetings and briefings.

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

The incumbent is responsible for directing the work of highly technical positions such as computer specialists and professional contractors through subordinate supervisors and/or team leaders. More than twenty-five percent of the workload which best characterizes the nature of the basic non-supervisory work is determined to be at the GS-13 level or higher.

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

Directs, controls, and supervises program work, that through subordinate supervisors and/or team leaders requires exceptional and extensive coordination and integration of a number of very important and complex program segments of systems administration management work comparable in difficulty at the GS-13 grade level to ensure compliance with Federal mandates and legislation. Projects managed include conducting studies to identify improvements in the way IT system administration capabilities are applied to key business functions for the agency; and to develop plans and strategies to modify the IT infrastructure to support short and long range agency goals and objectives. The work requires extensive coordination and integration of activities with senior management throughout the IT enterprise and requires extensive analysis

prior to providing effective IT solutions. The issues addressed are rapidly evolving and the incumbent 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: 4230**

**POINT RANGE: 4055-up**

**FINAL DETERMINATION: GS-15**