



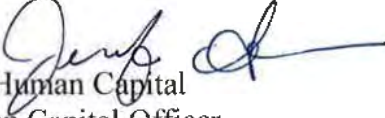
# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

SEP 26 2019

Memorandum

To: DOI Human Capital Officers  
DOI Human Resources Directors/Officers

From: Jennifer Ackerman   
Director, Office of Human Capital  
Deputy Chief Human Capital Officer

Subject: Standardized Position Descriptions for IT Systems Administration

The Department of the Interior (DOI) Office of the Chief Information Officer (OCIO) and the Office of Human Capital (OHC) identified inconsistencies within position descriptions across the information technology workforce (2210 series). The OHC, OCIO and the Information Management and Technology Leadership Team (IMTLT) collaborated with bureau classification and information management subject matter experts to develop and build a consensus for the major job duties and factor levels for DOI systems administration work, consistent with the U.S. Office of Personnel Management's revised (2018) *Job Family Standard for Administrative Work in the Information Technology Group, 2200*.

The result of this collaboration is the establishment of seven (7) standardized position descriptions (SPDs) for Systems Administration work. The attached Personnel Bulletin (PB) 19-14 disseminates and provides guidance on implementing the newly established SPDs.

Questions concerning these SPDs should be directed to the respective Bureau/equivalent Human Resources Office. Bureau headquarters staff can contact Renae Lockwood at [renae\\_lockwood@ios.doi.gov](mailto:renae_lockwood@ios.doi.gov)

Attachments

cc: DOI Chief Information Officer



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## PERSONNEL BULLETIN NO: 19-14

**SUBJECT:** Standardized Position Descriptions for IT Systems Administration

**1. Purpose.** This personnel bulletin establishes Department of the Interior (DOI) standard position descriptions (SPDs) for supervisory and non-supervisory IT Specialists (SysAdmin).

**2. Background.** These positions are required to ensure competent guidance and management in a variety of the most difficult and complex systems administration duties across DOI. These positions will support a variety of difficult integration and complex configuration duties requiring the application of extensive knowledge including establishing new approaches and methods to assess systems operations, analyzing emerging requirements, assessing the feasibility of new systems, and identifying the causes of complex operational problems. These SPDs are consistent with the U.S. Office of Personnel Management (OPM)'s revised (2018) *Job Family Standard for Administrative Work in the Information Technology Group, 2200*.

The DOI Office of Human Capital (OHC), Office of the Chief Information Officer (OCIO) and the Information Management and Technology Leadership Team (IMTLT) collaborated to establish these SPDs. These SPDs were vetted with the Bureaus.

**3. Policy.** Effective immediately, Bureaus will implement the use of these new DOI SPDS for new appointments. Additionally, Bureaus must replace existing PDs with the new DOI standardized PDs, where applicable, and process the necessary reassignment actions as soon as possible, but not later than 60 days from the date of this Personnel Bulletin (PB). The official SPDs with SPD numbers covered by this PB are:

DOI1014	Supervisory IT Specialist (SYSADMIN)	GS-2210-14
DOI1015	Supervisory IT Specialist (SYSADMIN)	GS-2210-15
DOI1016	IT Specialist (SYSADMIN)	GS-2210-14
DOI1017	IT Specialist (SYSADMIN)	GS-2210-13
DOI1018	IT Specialist (SYSADMIN)	GS-2210-12
DOI1019	IT Specialist (SYSADMIN)	GS-2210-11
DOI1020	IT Specialist (SYSADMIN)	GS-2210-09

**4. Hiring Controls.** In accordance with Personnel Bulletin 16-05, the Bureau/Office Associate Chief Information Officers (ACIO) will provide approval of all recruitment actions in collaboration with the OCIO.

**5. Official Titles.** OPM's prescribed official titles are located in Block 15b on the PD cover sheet (OF-8). This title *must be* entered into the Federal Personnel and Payroll System (FPPS) and be reflected on the incumbent's SF-50, *Notification of Personnel Action*. Variations to official titles are not authorized. **Organizational Titles.** In addition to the official title, bureaus/offices have the option to assign an organizational title. Organizational titles do not replace, but complement, official position titles.

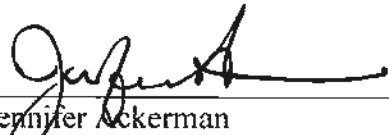
**6. Standard PD Numbering System.** Bureaus *must use* the DOI standardized PD numbering system when using these SPDs for newly established positions and when replacing existing SPDs. The use of a bureau-level numbering system in lieu of a DOI SPD number is not authorized. The DOI SPD number *must be* entered into FPPS, in accordance with Bureau procedures, so it prints on the incumbent's SF-50 (Notification of Personnel Action). The SPD number is recorded in Block 1 of the OF-8 attached for each DOI SPD. In order to conform to the position number data field length in FPPS, the SPD numbers assigned are seven digits in length.

**7. PD Cover Page.** The servicing human resources office (HRO) will complete the PD cover page with organizational titles, FLSA, Position Risk/Sensitivity Level, cybersecurity codes, etc.

**8. Management's Responsibility for PD Accuracy and Position Management.** Use of Standardized PDs in no way detracts from management's authority and responsibility to ensure that officially assigned and performed duties and responsibilities accurately match PDs of record for all covered employees. Likewise, using SPDs also does not diminish management's responsibility to adhere to basic position management principles. Management officials are urged to contact their respective servicing human resources office for classification and position management advice and guidance.

**9. Exception to the Rules.** Bureaus may make minor edits to these SPDs to reflect bureau/office specific requirements (e.g. terminology). Major edits must be avoided.

Questions concerning SPDs should be directed to the respective Bureau/equivalent Human Resources Office. Bureau headquarters staff can contact Renae Lockwood at [renae\\_lockwood@ios.doi.gov](mailto:renae_lockwood@ios.doi.gov)

  
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Jennifer Ackerman  
Director, Office of Human Capital  
Deputy Chief Human Capital Officer

Attachments