

Position Description - Final

PD #:
Shred:

Replaces PD #:

IT Specialist (DATA MGT)

GS-2210-12

Installation:

Major Command:
Region:

Citation 1: OPM, JFPCS Administrative Work in the Information Technology Group, GS-2200, dtd. May 2001 (Series Coverage, GS-2210)

Classified By:
Classified Date:

FLSA:
Career Program:
Functional Code:
Competitive Area:
Competitive Level:

Drug Test Required:
Financial Disclosure Required:
Requires Access to Firearms:
Position Sensitivity:
Emergency Essential:

CIPMS PD:
Acquisition Position:
Interdisciplinary:
Target Grade/FPL:
Career Ladder PD:

MAJOR DUTIES

Summary: Serves as the technical expert within a U.S. Army Corps of Engineers (USACE) District concerning data management planning, development, implementation, problem resolution and administration. Serves as the Systems manager for the District multi-user Corporate Database System. Analyzes and defines data requirements and specifications pertinent to any of the District organizations. Designs methods to facilitate the implementation of new database systems developed by higher authority. Plans and implements the application of databases. Analyzes and plans for changes in data requirements and interfaces between or among different but interdependent data systems. Develops local standards, policies and procedures concerning the use and maintenance of any elements of the corporate databases. Troubleshoots problems involved in the input, retrieval or modification of database information and the general operation and maintenance pertinent to any of the corporate data system elements or sub-elements. The corporate database system utilizes or connects with a variety of IT equipment including mini computers, microcomputers, several types of dedicated terminals, and numerous user terminals. It covers all or portions the database content for numerous standard and technical automated systems (such as those covering contracting, project management, hydraulics, construction, operations and maintenance, financial management, etc.). Within this specialty area, accomplishes technical, analytical and advisory functions pertinent to the development of local policies, plans, and processes and ensures that work accomplished is in compliance with higher authority policies and guidelines. Ensures the rigorous application of information security/information assurance policies, principles and practices in accomplishing the data management functions of this job. In this capacity accomplishes assignments such as the following:

1. Plans, coordinates and accomplishes broad and complex studies to identify and determine District

Administrative and technical data requirements and specifications and the database applications , equipment and facilities necessary to develop, modify and apply data management systems which effectively support the District. Takes action to design, develop, implement, monitor, maintain and enhance the necessary system(s) to support District customer needs.

- Reviews existing and anticipated future database situations including current automated systems, current data shortcomings, data requirements of the organization/function, the intricacies and provisions of available standardized systems, special organizational/functional data requirements/situations that don't conform to the provisions of existing standardized systems, and higher authority database system plans. Serves as the lead on District and/or Division teams assigned to study and resolve broad-based data management problems. Continuously coordinates studies and plans with District managers as well as administrative and technical personnel at all levels. Recommends conversion to automated systems/databases where none currently exist or recommends modifications or workarounds to facilitate the satisfaction of organizational and functional needs within the overall provisions of standardized systems. Develops strategies to accommodate managers' data needs, prepares drafts for their review by the using organization(s), and incorporates their review comments and concerns. Prepares study summaries for comparison of alternatives pertinent to the economic justification of costs, time and equipment usage and generates complex queries and reports. Develops recommendations concerning major project ramifications and to offset adverse impacts. Develops work plans, program logic, special instructions and detailed flow charts covering processes covered and data management needs. Monitor program development and tests and debugs programs. Develops and implements database management strategies for the backup and recovery of database information resulting from system operational and performance problems.

- Assigns studies or portions of studies and program development to lower graded IT specialist or analysts hired under contract. Technically reviews completed work projects and provides technical assistance and guidance as required. Manages contracts with private computer firms concerning data systems application studies. Prepares scopes of work and cost estimates for the work to be contracted. Ensures that the contractors' progress complies with contract terms. Certifies work accomplishment, reviews and approves requests for payments. Ensures compliance with the terms and provisions of contracts and compliance with specifications. Recommends approval or disapproval of completed contractor work and takes necessary action to resolve problematic issues. Accomplishes all contract administration functions related to data management contracts including the review and signature of appropriate payment documents.

2. Serves as technical expert in the District concerning the corporate database system equipment, software, current and potential applications, and the operation and maintenance of the system. Coordinates with District managers, professionals, and administrative and technical specialists pertinent to the development of plans for interfacing various automated systems into the corporate database system. Provides assistance, advice and guidance to District users, both in the administrative and technical areas, concerning the use of the multiple database management systems available for use. Coordinates with specialists and managers at higher U.S. Army Corps of Engineers (USACE) levels to obtain information to interface with systems at those levels to facilitate the acquisition and exchange of database information. Serves as the District data management representative at District and Division meetings and seminars designed to arrive at solutions to mutual database management problems encountered and to provide knowledge and information concerning state-of-the-art techniques, software, and equipment.

3. Develops local District guidelines, standard operating procedures, bulletins and flyers concerning the operation/use of District corporate database systems. Frequently analyses problematic provisions or guidance governing standard operating systems and provides assistance and advisory services to any and all District users concerning the resolution of problem areas and the policies,

regulations and provisions of systems. Provides interpretations of higher authority regulations and guidance concerning database systems and coordinates with higher level USACE levels concerning the resolution of problem areas encountered.

Performs other duties as assigned

Factor 1 – Knowledge required by the position

FL 1-7 1,250 pts.

- Applies knowledge of a wide range of standards, principles, concepts, methods, policies, system testing principles and methods, and authorized system approaches for Information Technology (IT) pertinent to database management in order to study District data needs and identify, develop and implement the best database management system to provide the most effective support for District users. Applies knowledge of the provisions and state-of-the-art database management systems and their applicability susceptibility for use with the District corporate database system.
- Knowledge of the automated IT equipment available and needed implement new or changed features of the involved database systems. Knowledge of state-of-the-art information technologies pertaining to data management and knowledge of the characteristics of the District's existing data requirements, new or changed data needs, and sources of data to conduct studies covering a myriad of interrelated data management considerations.
- Knowledge of IT resources and infrastructure including automated systems, IT equipment and software, system technology, provisions and requirements of a variety of standardized administrative and technical database systems. Applies this knowledge in serving as a technical expert within the District concerning the application, implementation, and maintenance of the District automated corporate database system and the resolution of associated system problems.
- Knowledge of the structures, functions, work processes/programs of District organizations, as well as a high degree of analytical ability to gather, assemble and analyze facts, draw conclusions and devise solutions to problems which will increase the effectiveness of the District business process. Applies knowledge of project management principles, practices and methods in serving as the lead on special District and/or division teams to study and resolve broad-based data management problems and situations. Knowledge of cost benefit analysis to analyze and study current and desired systems and recommend the most cost effective systems for local application. Knowledge of and experience in the use of oral and written communication methods and techniques to accomplish continuing coordination with District customers and make presentations at meetings.

Factor 2 – Supervisory Controls

FL 2-4 450 pts.

Works under the general supervision of an Information Management (IM) Branch Chief who assigns functional responsibilities, an outline of overall objectives to be achieved, and the resources available for use. Assignments may come directly from the user/customer or from the supervisor; but, in any case, the incumbent has continuing responsibility for assignments pertaining to the District corporate database. Consults with the supervisor on matters pertaining to timeframes, scopes of assignments, stages in the study or application process and possible approaches on controversial or problematic situations. Independently applies and interprets guidelines and regulations and plans, designs and organizes projects associated with assignments. There is a continuing requirement for coordination (users and other impacted IM Specialists) and the incumbent independently plans and carries out the necessary coordination including that involving lower level IM Specialists and efforts of contract employed persons. The incumbent represents the highest level of expertise within the District concerning corporate database matters and independently provides advice and guidance within the District and resolves problem matters.

Completed work is typically accepted without technical change but is reviewed for effectiveness in meeting user requirements, conformance with policy, accomplishment within acceptable timeframes, and customer satisfaction.

Factor 3 – Guidelines

FL 3-4 450 pts.

Guidelines include agency regulations, manuals and policies which provide overall goals and define limitations and overall objectives; USACE regulations, policies and procedures concerning centralized databases and all automated systems used in USACE; District regulations and guidelines; and a variety of manufacturers' manuals and handbooks pertaining to the wide range of IT equipment and software in use in the District. Guides are broad and frequently require interpretations and deviation from previously used methods. On a regular basis, the incumbent must use ingenuity in adapting existing methods and developing new methods and approaches to resolve user problems and requirements within the provisions of policies and regulations. The incumbent must interpret higher authority guidelines, considering the intricacies and problems encountered in accommodating District data needs, and develop local guides, standard operating procedures, bulletins and fact sheets for distribution and use within the district in performing database operation and maintenance. The incumbent must apply judgement to anticipate problems, research trends in state-of-the-art technology, and develop special coding to satisfy requirements.

Factor 4 – Complexity

FL 4-5 325 pts.

Assignments involve the accomplishment of complete system studies requiring in-depth analysis of a myriad of complex automation/database management factors and many different unrelated processes and methods. Additionally work includes the responsibility for serving as the District technical expert and point of expertise concerning data management needs and problem resolution. Work is complex because of continuing changes in district business requirements and the rapidly changing IT environment. The incumbent must remain updated on changing database management technology and continuously evaluate changing future organizational data needs. The incumbent must develop new data management strategies, methods and techniques for accommodation of customer data needs and for application to resolve incompatibilities between organizational data needs and ways of doing business and automated system requirements. Projects require the consideration of numerous USACE-wide standard systems and hardware platforms requiring the use of a variety of techniques and methods to design and evaluate alternatives to best fit District requirements.

Factor 5 – Scope and Effect

FL 5-4 225 pts.

The work of this position involves serving as the center of expertise and focal point within the District concerning database management needs, plans, situations, and problems. The work also involves planning, coordinating, and conducting/directing in-depth studies of district data management needs and developing strategies and plans to satisfy those needs leading to the implementation of multi-user databases. Work additionally involves the troubleshooting and correction database accessibility and availability problems and developing and initiating corrective actions. The work affects all information systems development, modification, implementation and maintenance within the District and a wide range of USACE activities that use database information within a number of standardized systems.

Factor 6 - Personal Contacts

FL 6-3 & 7-c 180 pts.

Factor 7 – Purpose of Contacts

Contacts are with IM Managers and Specialists within the employing District organizations; technical specialists in similar specialties in other Districts; managers and technical experts/specialists in the Division HQ offices; with HQ USACE specialists and functional proponents of major Corps corporate systems, and IT experts; and occasional contacts with IT experts at the DA level and other federal agencies. Contacts regularly include meetings with contractors, equipment manufacturer’s representatives, providers of services (e.g., software) related to technological developments applicable to the project, and members of USACE technical committees. Contacts typically take place in moderately unstructured settings.

Contacts are to exchange information, determine data requirements, coordinate study work processes and problem resolution matters, plan study processes, and provide progress reports. Additionally, contacts are to influence others to utilize methods and procedures developed or sell them on the use of system techniques, planned action, or resolve inequities and incompatible situations involved with the system(s). Contacts with HQ USACE are to coordinate the use of standard USACE-wide systems and obtain and provide information concerning the use of the systems.

Factor 8 – Physical Demands

FL 8-1 5 pts.

Work is sedentary in nature

Factor 9 – Work Environment

FL 9-1 5 pts.

Work is performed in a typical office setting.

Total points – 2,890 pts. (2755 – 3150, GS-12 point range)