

## Position Description - Final

**PD #:**  
**Shred:**

**Replaces PD #:**

**IT Specialist (DATA MGT/PLCYPLN)**

**GS-2210-13**

**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 and authority within a U.S. Army Corps of Engineers (USACE) Division Headquarters and its subordinate Districts concerning Division-wide Data Management planning, development, implementation, problem resolution and administration. Additionally, serves as a Technical expert concerning Policy and Planning including the development of policies, short and long range Information Technology (IT) planning and associated processes covering the Division IT program ensuring that the Division-wide IT program is uniform, consistent and in compliance with higher authority policies and guidelines, etc. Ensures the rigorous application of information security/information assurance policies, principles, and practices in the conduct and oversight of Data Management and Policy and Planning functions. Represents the Division on management reviews and assistance visits at the Districts regarding data management and policy & planning issues. In this capacity accomplishes assignments such as the following:

1. Exercises staff direction, operational coordination and review over the development, modification, and application of data management systems of the subordinate Districts within the Division. Provides expert advisory services, planning and oversight to the design, development, implementation, monitoring and maintenance of the necessary system(s) used to support data management at Districts within the Division. Prepares policies and guidelines to ensure the uniform application of data management principles, methods, and practices throughout the Division.
  - a. Provides Division wide advice, guidance and staff direction pertinent to corporate database IT equipment, software, current and potential applications, and the operation and maintenance of the system (s). Coordinates with Information Management (IM) managers and technical specialists concerning the development of plans for interfacing various automated systems into the corporate data base system to ensure uniformity and consistency among the Districts. Provides staff assistance, advice

and guidance, and conducts broad and intensive studies both in the administrative and technical areas, concerning the use of the multiple data base management systems and the most current technology available for use. Coordinates with high level IM officials and IT experts at the Headquarters USACE level and in other Department of Defense (DOD) organizations to obtain information to interface with systems at those levels to facilitate the acquisition and exchange of data base information. Serves as the Division HQ IT representative at District, Division, USACE and agency meetings and seminars designed to arrive at solutions to mutual data base management problems encountered and to provide knowledge and information concerning state-of-the-art techniques, software, and hardware.

b. Serves as a technical consultant to the Division HQ staff and District IM staffs regarding design specifications for physical databases, use of high level programming languages and report writers. Manages Division wide procedures for charge back and accounting for Database Management (DBM) Systems usage. Coordinates the uniform development and implementation at the Districts of DBM strategies for the backup and recovery of data base information resulting from system operational and performance problems. Conducts continuous research and studies concerning improvements and/or new technological advances within the data management community and makes appropriate recommendations to ensure Division utilization of state of the art systems.

c. Serves as Project Manager and lead over Division wide studies pertinent to the application of higher authority database system plans. Reviews and coordinates the in-depth analysis of technical information provided in reports provided by the Districts identifying data base shortcomings, common data needs of various organizations and functions within the Districts. Identifies major project ramifications, the actions and modifications necessary to comply with system provisions and develops strategies for Division wide application to offset adverse impacts. Extensively coordinates studies and plans with IM managers and technical specialists at the various Districts. Coordinates and provides oversight to District efforts pertaining to the study and resolution of common District DBM problems. Ensures the development of uniform modifications and workarounds that fall within the parameters of higher authority system provisions and that can be applied in all of the Districts within the Division.

d. Prepares and updates regulatory guidance, policies and standard operating procedures for the operation/use of corporate database systems Division wide. Analyses problematic provisions or guidance governing standard operating systems and provides assistance and advisory services to any and all Districts concerning the resolution of problem with the application of policies, regulations and provisions of systems. Reviews higher HQ draft regulations and directives regarding data management and standards and provides interpretations of higher authority policies, regulations and guidance concerning database systems and is the primary coordinator with USACE levels concerning the resolution of problem areas encountered. Provides staff supervision over the Division-wide development, implementation, modification, and maintenance of long and short range IT planning; and provides expert advisory services pertinent to the development, modification and maintenance of Division-wide IT goals, objectives, policies and priorities.

2. Serves as the technical expert, authority and advisor concerning Division-wide development, implementation, modification, and management of long and short range IT planning and development of Division-wide IT goals, objectives, policies and priorities. Exercises staff direction, operational coordination and review regarding IT policy and planning issues of subordinate districts within the Division. Develops, implements, and ensures compliance with plans, policies, standards, infrastructure, and architecture of IT management and IT programs.

a. Integrates organizational input and documentation in developing Division-wide IT plans, and revises and manages such plans as required including involvement with both long-and short-range aspects of such plans. Provides oversight, guidance, and advisory services to all IT specialists concerning unplanned

and/or non-programmed needs. Ensures all IT initiatives are created and maintained in a Division-wide IT Investment Portfolio System. Provides management advisory services and liaison to all Division-wide organizational levels pertinent to emerging and future advances in IT.

b. Serves as project manager/team leader in efforts to expand existing IT infrastructure, evaluate needs, and activate automation improvements and enhancements, and for information system planning and implementation studies. Analyzes program development and conducts Division-wide studies to evaluate and determine IT requirements. Conducts pre-study briefings of Division/District organizational elements being studied in-house and through contract. Evaluates data and develops study findings, conclusions, and recommendations. Conducts post-implementation studies to determine impacts of policies, automation, and utilization. Closely coordinates with higher headquarters to ensure agency compatibility and to recommend priorities for systems development and implementation. Integrates architectures and changes resulting from studies and develops proposals for resulting systems development.

c. Accomplishes Division-wide IT policy development. Ensures compliance with plans, policies, standards, infrastructures, and architectures of IT management and IT programs. Develops recommendations for the Director of IM (DIM), concerning Division-wide IM goals, objectives, policies, and priorities. Monitors IT activities to measure progress in achieving objectives. Interprets higher authority policies and guidance pertinent to IT acquisition, management, implementation, and disposal. Implements Division-wide IT prescribed internal controls and supplements them to accommodate unique situations/operations. Provides technical expertise in contracting automated data system design and development. Develops IT plans, workload and requirements, and budget requirements. Initiates briefings summaries, and correspondence Division-wide concerning IT budget formulation and execution matters. Develops and manages the portion of the Information Technology Investment Portfolio database pertinent to the management, justification and acquisition of Division-wide IT. Develops procedures to generate and maintain required documentation and reporting. Initiates workshops, meetings, and seminars to provide advisory services, guidance and training concerning the intent and direction of the Division-wide program.

Performs other duties as assigned

### **Performs Other Duties as Assigned**

#### **Factor 1 – Knowledge required by the position**

**FL 1-8 1,550 pts.**

Mastery of and skill in applying a wide range of standards, principles, concepts, methods, policies, system testing principles and methods, and authorized and newly emerging system approaches for IT pertinent to database management to lead Division wide studies of data needs and identify/develop and implement the best database management (DBM) systems and schemes to provide the most effective support Division wide. Mastery of project management principles and methods and an expert knowledge of USACE level IT infrastructure to lead studies to identify data systems requirements; to plan and coordinate the development of data structures in the various Districts, provide staff reviews of database implementation and post implementation processes and methods in the subordinate Districts; and to study state-of-the-art DBM systems to determine their applicability and susceptibility for use with the Division wide corporate database system. Expert knowledge of the automated hardware available and needed implement new or changed aspects of the involved data base systems. Knowledge of IT resources and infrastructure including automated systems, equipment and software, system technology, provisions and requirements of a variety of standardized administrative and technical data base systems to serve as Division expert concerning the application, enhancement modification, and maintenance of the Division wide automated corporate data management system.

Mastery of and skill in applying IT policy and planning concepts and practices to manage common District interests involved in the development of IT policy initiatives. Broad and extensive knowledge of the IT enterprise architecture, project management methodology, and USACE, and DA, IT planning, acquisition, and management processes to develop long and short range planning guidance for the Division in accordance with broad agency program policies and objectives. Comprehensive knowledge of planning, programming and budgeting regulations, guidelines and processes to work with Districts to establish priorities for IT investments and support capital investment planning Division-wide. Extensive knowledge of the IT infrastructure of subordinate Districts in order effectively provide advice, guidance and direction to Districts during staff reviews and visits concerning policy and planing matters.

Mastery of and experience in the use of oral and written communication methods and techniques to accomplish continuous coordination with Division-wide IT program managers, IT customers, and higher authority managers; and, to prepare and present briefings to HQ USACE IT officials and USACE Division and District senior management officials on complex IT issues connected with both specialties.

**Factor 2 – Supervisory Controls**

**FL 2-4 450 pts.**

Works under the general supervision of the Division DIM who assigns functional responsibilities, an outline of overall objectives to be achieved, and the resources available for use. Exercises continuing responsibility for assignments pertaining to the corporate database and policy and planning requirements Division-wide. 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 with District and HQ USACE officials and representatives. Independently plans and carries out the necessary coordination including staff direction and review over work accomplished at the Districts. The incumbent represents the highest level of expertise Division wide concerning corporate database and IT strategic planning and policy matters and independently provides advice and guidance within the division and resolves broad and complex Division wide problem matters. Completed work is typically accepted without technical change but is reviewed for effectiveness in meeting user requirements, conformance with USACE policy, accomplishment within acceptable timeframes, and the quality of support provided to Districts.

**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 and DOD regulations, policies and procedures concerning centralized databases and all automated systems used in USACE; and a variety of manufacturers' manuals and handbooks pertaining to the wide range of hardware and software in use Division wide. Guides are broad and frequently require interpretations and deviation from previously used methods. Applies ingenuity in adapting existing methods and developing new methods and approaches to resolve user problems and requirements within the provisions of policies and regulations. Interprets higher authority guidelines, considering the intricacies and problems encountered in accommodating data needs, and develop policies, regulations guides, SOPS, bulletins and fact sheets for use by all Districts in the Division in performing data base operation and maintenance. Applies judgement to anticipate problems, research trends in state-of-the-art technology, and develop special strategies to satisfy requirements.

**Factor 4 – Complexity**

**FL 4-5 325 pts.**

Assignments involve coordinating the development and updating of strategic plans and policies covering IT programs for the Districts of the Division, providing staff direction and review of such efforts of the

Districts, and leading Division policy development efforts. The work is made difficult because of the number of Districts involved, changing business practices impacting IT plans and goals, and rapidly changing information technology which frequently significantly impact established goals and plans. Must apply considerable judgement, initiative and insight in to anticipate the impacts of changes in the ways of doing business and changes in the state of the art technology on overall Division plans and the IT programs of the Districts.

Data management work involves the accomplishment of broad database management studies (covering all Districts in the Division) requiring in-depth analysis of a myriad of complex automation/database management factors and many different an unrelated processes and methods. The incumbent serves as the Division expert concerning data management needs and problem resolution throughout all of the subordinate Districts. Work is complex because of continuing changes in business requirements in the various Districts and the rapidly changing IT environment. The incumbent must remain updated on changing data base management technology; continuously evaluate changing future District data needs; and, develop new data management strategies, methods and techniques for accommodation of District 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 that best fit Division wide requirements.

**Factor 5 – Scope and Effect**

**FL 5-4 225 pts.**

The work of this position involves serving as the center of expertise and point of contact within the Division and all of its Districts concerning database management, policy and planning strategies, needs, plans, situations, and problems. The work also involves planning, coordinating, and conducting/directing in-depth studies of district data management needs, analyzing and resolving unique and unprecedented planning and 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 impacts all Division IT policies, data management systems development, modification, implementation and maintenance within all Districts in the Division, the Divisions ability to effectively manage data in support of its mission and he work of other IT experts in the Division and assigned to HQ USACE and a wide range of USACE activities that use data base information within a number of standardized systems.

**Factor 6 - Personal Contacts**

**FLs 6-3 & 7-C 180 pts.**

**Factor 7 – Purpose of Contacts**

Contacts are with IM Managers and Specialists within the subordinate District organizations; technical specialists in similar specialties in other Division offices; managers in the Division HQ offices; with HQ USACE managers and 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 in moderately unstructured settings. 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 review District programs in the data management and policy and planning specialty functions, identify and report necessary changes in IT District programs to comply with Division and higher authority policies, guidelines and requirements. Additionally, contacts are to exchange information, determine data requirements, coordinate work processes and problem resolution matters identified during staff reviews, plan study processes, and provide progress reports. Additionally, contacts are to influence others (Districts IM officials and representatives at HQ USACE) 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 also 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 – 3,190 pts. (3,155 – 3600 GS-13 point range)**