

# Position Description –Final

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

**Replaces PD #:**

**IT Specialist (PLCYPLN)**

**GS-2210-11**

**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 an Information Technology (IT) Specialist in a U.S. Army Corps of Engineers District. Accomplishes technical, analytical and advisory functions pertinent to the development and review of District local policies, short and long range IT planning, including strategic planning, and associated processes. Assignments cover the District IT program and serve to ensure that the program is in compliance with higher authority policies and guidelines. Provides advisory services within the District concerning IT plans and policies pertinent to all aspects and stages of the automation process. In accomplishing Policy and Planning job assignments, ensures the rigorous application of information security/information assurance policies, principles, and practices. Within this framework, performs the following:

1. Advises District IT Specialists and users concerning the development, implementation, modification, and maintenance of long and short range IT planning. Exercises a key role in the development and recommendation of District-wide IT goals, objectives, policies and priorities. Prepares drafts of IT policies and plans considering District needs and higher authority policies and guidelines. Integrates organizational input and documentation in developing the District's IT Strategic Plan and revises and maintains such plans as required including involvement with both long and short range aspects of such plans. Provides oversight, guidance and advisory services to District organizational managers concerning unplanned and/or non-programmed needs requiring out-of-cycle inclusion in the Strategic Plan. Ensures all District information management initiatives are created and maintained in the IT Investment Portfolio System. Provides management advisory services, leadership and liaison to organizational levels within the District pertinent to emerging and future advances in information

technology applicable locally and drafts reports of for use in decisions pertinent to new emerging IT. Participates with a higher graded IT Specialist in the development of District policies and broad-based plans to protect the integrity and confidentiality of automated systems, networks and data, and automation resources/functions

2. Conducts analytical IT planning studies concerning proposed action to expand existing computer infrastructure, evaluate needs, and activate automation improvements and enhancements. Analyzes program development and conducts studies within the District to evaluate and determine IT requirements and ensure compliance with higher authority policies and Strategic Plans. Conducts pre-study briefings of organizational elements being studied in-house and through contract. Studies problem areas and identifies solutions and recommendations for presentation to the supervisor and District customers. Conducts cost benefit analysis of options identified as a result of studies. Adapts previously used approaches to accommodate specific District problems encountered in IT expansion studies. Evaluates data and develops study findings, conclusions and recommendations. Conducts post-implementation studies to determine impacts of policies, automation, and utilization. Conducts studies to ensure that that assigned areas of local District plans and approaches are compatible with agency policies, approaches and plans. Develops recommend priorities for systems development and implementation. Integrates architectures and changes resulting from studies and develops proposals for resulting systems developments. Develops, applies and monitors the application of methods used in evaluating progress in the accomplishment of IT goals and directives.

3. Accomplishes studies of District information management (IM) policy needs leading to recommendations for District wide IM goals, objectives, policies and priorities. Monitors IT activities to measure progress in achieving objectives. Interprets general higher authority policies and guidance pertinent to IT acquisition, management implementation and disposal. Implements District IT prescribed internal controls and supplements them to accommodate unique situations/operations. Provides technical advisory services in contracting automated data system design and development. Studies and analyzes the District IT infrastructure and develops plans, workload estimates, workforce and budget requirements. Takes part in District meetings and briefings and provides summaries and correspondence within the District concerning IT budget formulation and execution matters. Actively develops and maintains assigned aspects of the District portion of the IT Investment Portfolio database pertinent to the management, justification and acquisition of IT. Conducts District workshops, meetings and seminars to provide advisory services, guidance and training concerning the intent and direction of the District IT program.

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

#### **Factor 1- Knowledge Required by the Position**

**FL 1-7 1,250 pts.**

- Knowledge of IT standards, system principles, concepts, methods, policies, and tools to accomplish policy and planning job requirements and analyze, evaluate, coordinate and disseminate local plans and policies and provide technical advisory services pertinent to IT policies and short and long range plans. Knowledge of higher authority guides and regulations as well as state-of-the art automation methods, techniques, equipment and processes to draft local policies, regulations and guidance and provide advice and guidance to all District elements concerning the application, implementation and maintenance of most effective automation program.

- Knowledge of the IT equipment available and needed implement new or changed aspects of the District's IT program; state-of-the-art information technology; existing District IT requirements; new or changed needs; and sources of IT support/technology to study, develop and evaluate

District IT needs, establish goals and objectives, and develop long and short range cost effective and viable plans covering IT considerations.

- Knowledge of IT resources and infrastructure including automated systems, equipment and software, and system technology to serve as a IT specialist and advisor within the District concerning IT planning and policy development. Knowledge of the organizational structures, functions, work processes/programs of District organizations, as well as analytical ability to gather, assemble and analyze facts, draw conclusions and devise solutions to problems which will increase the effectiveness of the District IT program. Knowledge of capital investment planning methods, principles and processes to analyze & study current & necessary systems and develop long and short range plans to effectively cover the Districts needs. Knowledge of and experience in the use of oral and written communication methods and techniques to accomplish continuing coordination with District customers.

**Factor 2 – Supervisory Controls**

**FL 2-4 450 pts.**

Supervisor assigns projects/work to be accomplished, outlines of overall objectives to be achieved, and the resources available for use. Assignments may come directly from the user/customer/higher grade IT specialist or from the supervisor. Independently carries out assignments pertaining to local IT planning and policy matters. Consults with the supervisor on matters pertaining to timeframes, scopes of assignments, stages of the work or application process and possible approaches on controversial or problematic situations. Independently applies and interprets guidelines and regulations and plans, analyses and organizes projects associated with assignments. There is a continuing requirement for coordination (with users and other impacted IM Specialists), and the incumbent independently plans and carries out the necessary coordination including that involving other impacted IM Specialists and/or efforts of contract employed persons. Provides advice and guidance within the District concerning IT policy and planning matters 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 3-3 275 pts.**

Guidelines include agency regulations, manuals and policies; U.S. Army Corps of Engineers (USACE) regulations, policies and procedures concerning IT planning and policies; District regulations and guidelines; and a variety of manufacturers' manuals and handbooks pertaining to the wide range of hardware and software in use in the District. Assignments require reference to a wide range of these guides and related manuals and involve situations where such guides occasionally may not be directly applicable requiring interpretations and adaptations to fit the specific situation involved. Typically assignments involve the consideration of numerous precedents, the selection of the best precedent approach, and making adaptations to fit differing conditions. The incumbent must use judgement in adapting existing established planning methodology, interpreting higher authority policies to enable the study and analysis of local plans and policy considerations.

**Factor 4 – Complexity**

**FL 4-4 225 pts.**

Assignments involve the analysis, study and consideration of automation policies, business processes, automation equipment and software; the audit of District IT systems and operations; management and development; and, the study of different an unrelated processes and methods to ensure compliance with USACE regulations and policies and ensure that existing District systems fulfill District IT needs and provide necessary capabilities. Additionally, work includes providing advisory services pertinent to District IT policy and planning needs and problem resolution leading to the presentation of findings and recommendations to the supervisor and District customers. Work is made complex by continuing

changes in District business requirements and the rapidly changes in the IT environment. The incumbent must remain updated on changing the most recent developments in information technology and continuously evaluate changing future organizational data needs. The incumbent must continuously evaluate the effectiveness of current policies and ways of doing business; and develop and recommend methods and techniques for accommodation and improvement of customer IT system needs and requirements. Projects require the consideration of state of the art technology as well as numerous USACE-wide standard systems and hardware platforms requiring the use of a variety of techniques and methods to develop recommended alternatives to best fit District requirements.

**Factor 5 – Scope and Effect**

**FL5-4 225 pts.**

The assignments of this position involves work in District IT planning and policy functions, and involvement with IT measures, modification and administration for the District **and** the full range of IT policy and planning requirements pertinent to District IT infrastructure. Work covers IT equipment, software, a variety of system interfaces, data management, system analysis, and system administration. Policy and planning functions include analyzing, reviewing, and drafting modifications to IT program plans and policies to ensure the application, modification and acquisition of the most cost effective automation IT equipment, software and systems to facilitate and respond to District business processes. The work of this position impacts the District’s ability to effectively incorporate IT in meeting its core business requirements and the effectiveness of plans and policies that are guides for the successful and effective application of information technology to the District’s mission.

**Factor 6 - Personal Contacts**

**FLs 6-2 & 7-b 75 pts.**

**Factor 7 – Purpose of Contacts**

Contacts are with IM Specialists within the employing organization, IT Specialists hired under contract and District employed specialist personnel, users within any of the District organizational elements in structured as well as unstructured settings. Contacts are also with local contract management, IT vendors, information managers and specialists at the Division headquarters level typically in moderately structured settings.

Contacts are to exchange information, determine IT system requirements, coordinate study work processes and problem resolution matters, plan study processes, and provide progress reports. Additionally, contacts are to advise customers concerning IT plans and policies, methods and procedures, and system IT techniques, short and long range action plans, changed policies or provisions of guides or to resolve inequities and incompatible situations involved with the system(s). Contacts with Division HQ personnel are to obtain and provide information concerning the use of standard systems, coordinate IT plans, coordinate problematic matter resolution issues and obtain and provide information concerning IT situations that arise.

**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 – 2,510 pts. (2355 – 2750, GS-11 point range)**