

Position Description - Final

PD #:

Replaces PD #:

Sequence #:

IT Specialist (NETWORK/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)

PD Library PD:

COREDOC PD:

Classified By:

Classified Date:

FLSA:

Drug Test Required:

CIPMS PD:

Career Program:

Financial Disclosure Required:

Acquisition Position:

Functional Code:

Requires Access to Firearms:

Interdisciplinary:

Competitive Area:

Position Sensitivity:

Target Grade/FPL:

Competitive Level:

Emergency Essential:

Career Ladder PD:

PD Status:

MAJOR DUTIES

Summary: Serves as the technical expert/authority and project manager responsible for Division-wide (Division HQ and its subordinate districts) technical planning, analyzing, development, integration, implementation, documenting, and management of network systems used for the transmission of information in voice, data, and/or video and for Division-wide IT policy and planning. The network function requires evaluating, defining, designing, and redesigning network architecture and infrastructures in response to advanced network technologies, Division-wide changes to business processes, and/or network requirements. Also, as Division-wide technical authority accomplishes technical, analytical, and advisory functions pertinent to the development of Division-wide policies, plans, and processes covering the Division-wide IT program and ensuring the IT program is in compliance with higher authority policies and guidelines. Represents the Division on management reviews and assistance visits at subordinate districts regarding network system and policy and planning issues. Typically, the incumbent:

1. Serves as a project manager leading Division-wide studies to identify and determine Division-wide network administrative and technical requirements, network architecture, infrastructure and facilities necessary for upgrading components (such as hub to switches) and/or consolidating regional networks and to modify and implement network system and service which effectively supports the Division and its subordinate districts. Conducts cost-benefit analyses and total cost of ownership and capacity studies. Continuously coordinates studies and plans with Division/District managers as well as administrative and technical personnel at all levels to ensure the implementation of networks that support mission requirements and to incorporate advanced network technology. 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 to offset adverse impacts, and develops contingency plans to ensure continuous availability and accessibility of network resources in event of emergency. Develops, implements, and ensures compliance with plans, policies, standards, infrastructures, and architectures of IT management and IT programs. Develops work plans, program logic, routing scheme, contingency and recovery plans. Provides Division-wide staff direction and operational coordination for special instructions, and detailed flow charts covering processes covered and network services needs.

a. Provides Division-wide staff direction and operational coordination for configuration management plans for complex local-area networks (LANs) and wide-area networks (WANs); network maps for establishing/maintaining the Division's network architecture, infrastructure, topology, protocols, connectivity between remote sites and gateways for Internet, Intranet/Extranet that support the Division's business requirements.

b. Evaluates network software, hardware, bandwidth, and communications link, specification and installation. Serves as an expert technical advisor on communication systems required for sensitive and/or classified material Division-wide. Analyzes, assesses, and interprets the LAN/WAN user and administrator requirements for software to be used in the foreseeable future. Identifies and assesses network performance for hardware/software utilization. Reviews and approves development of shared databases and shared application systems developed for implementation via the LAN/WAN. Monitors application database and data file utilization by LAN/WAN end-users via system utilities to ensure appropriate use of Division-wide information resources. Develops documentation (written or automated) to provide LAN/WAN users with information necessary for LAN/WAN access and use, software availability and use, shared information availability and use. Plans for the installation of original or new releases of existing software for network management purposes. Ensures installation plan includes provision for software testing, user training, application revision, database/data file reorganization and documentation. Plans, coordinates, and directs studies to determine applications and facilities required Division wide. Plans for the installation of advanced hardware/software additions and/or upgrades. Ensures installation plan includes provision for hardware testing, user training, and documentation. Develops Division-wide LAN/WAN standards and procedures including recommended network applications, general-purpose software, and generic LAN/WAN attributes and capabilities. Ensures the rigorous application of information security/information

assurance policies, principles, and practices in the delivery of network services. Implements security controls for the LAN/WAN.

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. Ensures the rigorous application of information security/information assurance policies, principles, and practices in the delivery of planning and management services.

a. Integrates organizational input and documentation in developing a 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 requiring out-of-cycle inclusion in the plans. Ensures all information technology initiatives are created and maintained in a Division-wide IT Investment Portfolio System (ITIPS). Provides management advisory services and liaison to all Division-wide organizational levels pertinent to emerging and future advances in information technology.

b. Serves as a 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 the 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 Information Management (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, workforce, and budget requirements. Initiates briefings, summaries, and correspondence Division-wide concerning IT budget formulation and execution matters. Develops and manages the portion of the ITIP 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



coordination (users and Division-wide IT specialists), and the incumbent independently plans and carries out the necessary coordination including that involving lower-level IT specialists and/or efforts of contract-employed persons. Is the highest level of expertise within the Division concerning the above-identified assignments and independently provides advice and guidance Division-wide 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 time frames, and customer satisfaction.

FACTOR 3. GUIDELINES

FL 3-4

450 POINTS

Guidelines include agency regulations, manuals, and policies which provide overall goals and define limitations and overall objectives; USACE regulations, policies and procedures concerning IT network/policy and planning and all automated systems used in USACE; Division regulations and guidelines; 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. The incumbent must use, on a regular basis, ingenuity in adapting existing methods and developing new methods and approaches to resolve network systems problems, planning, and policy requirements within the provisions of policies and regulations. The incumbent must interpret higher authority guidelines, considering the intricacies and problems encountered in the conduct of Division automation processes, and develop Division-wide guides, SOPs, bulletins, and fact sheets for distribution and use Division wide concerning a myriad of the automation functions and processes. The incumbent must apply judgement to anticipate problems, research trends in state-of-the-art technology, and develop special adaptations to satisfy requirements.

FACTOR 4. COMPLEXITY

FI 4-5 325 POINTS

Assignments involve accomplishing overall IT network requirements as well as policy and planning processes Division wide. Work requires in-depth analysis, study, and consideration of a myriad of complex automation/data management factors and many different and unrelated processes and methods. There is a continuous requirement in this job for coordination both in the network and the policy and planning arenas. Additionally, work includes the responsibility for serving as the Division-wide technical expert/authority concerning IT network, policy and planning needs and problem resolution. Work is made complex by the continually changing Division business requirements and the rapidly changing IT environment. The incumbent must remain updated on changes, the most recent developments in IT, network technology, and continuously evaluate changing future organization data needs. The incumbent must develop management strategies, master plans, and implementation plans; continuously evaluate the effectiveness of current policies and ways of doing business; and develop methods and techniques for accommodation 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 design and evaluate alternatives to best fit Division-wide requirements.

FACTOR 5. SCOPE AND EFFECT

FL 5-4 225 POINTS

The work of this position involves the responsibility for all network system planning, measures, modifications, and administration Division wide and the full range of IT policy and planning requirements pertinent to Division-wide IT infrastructure. Work covers computer hardware, software, a myriad of system interfaces, data management, system analysis, networks, internet, and system administration. The work involves isolation and definition of problems, selecting, installing, and monitoring the performance of appropriate network system tools; developing methods, procedures, guides, and policies for application; and troubleshooting network problems that impact the availability of internet/intranet applications/gateways, etc., and recommending and implementing actions that will resolve problems. Policy and planning functions include reviewing or modifying IT program plans and policies to ensure the application, modification, and acquisition of the most cost-effective automation hardware, software, and systems to facilitate and respond to Division-wide business processes.

The work associated with networks enables the Division to sustain critical business operations via network/systems and ensures timely and resource-efficient accomplishment of critical network projects that enhance network capabilities and services. Policy and planning work impacts the Division'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 IT to the Division's overall mission.

FACTOR 6. PERSONAL CONTACTS

FL 6-3 & 7-C 180 POINTS

FACTOR 7. PURPOSE OF CONTACTS

Contacts are with IT managers and specialists within the employing organization, other Divisions, subordinate districts, contractor management, and other IT expert specialists, users Division wide. Contacts regularly include meetings with contractors, equipment manufacturers' representatives, software providers related to advanced technological developments applicable to on-going/future projects. Contacts are also with information managers and specialists at USACE level and functional proponents of major Corps corporate systems, and occasional contacts with specialists and managers of IT at DA- and other Federal agency-level in moderately unstructured settings. Level 3

Contacts are to exchange information, determine IT network system 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, coordinate IT plans, coordinate network matters and issues, and obtain and provide information concerning the broad-based IT situations that arise. Level C

FACTOR 8. PHYSICAL DEMANDS

FL 8-1

5 POINTS

Work is sedentary in nature.

FACTOR 9. WORK ENVIRONMENT

FL 9-1

5 POINTS

Work is performed in a typical office setting.

TOTAL POINTS: 3190

GS-13 RANGE: 3155-3600