

SUPERVISORY
POSITION EVALUATION SUMMARY

Organization: Various USACE District; Information Technical Services Branch, or Information Support Services Branch

Position No.: _____

Evaluation Factors	Factor Level Used (FL No., etc.)	Points Assigned	Comments
1. Program Scope and Effect	FL 1-2	350	See Page 3
2. Organization Setting	FL 2-2	250	See Page 3
3. Supervisory and Managerial Authority Exercised	FL 3-3B	775	See Page 3
4. Personal Contacts 4a. Nature of Contacts 4b. Purpose of Contacts	4A-2 4B-2	50 75	See Page 3
5. Difficulty of Typical Work Directed	FL 5-6	800	See Page 3
6. Other Conditions	FL 6-4A	1120	See Page 4
Total Points		3420	Standards Used OPM General Schedule Supervisory Guide dtd Jan 99 and GS-2200 Guide dtd May 01; DoD and USACE GSSG Suppl Guidance, dtd Jun 93 and Aug 95, respectively
Grade Conversion		GS-13 3155-3600 Point Range	

Additional Remarks:

Title, Series, and Grade Assigned:

Supervisory Information Technology Specialist, GS-2210-13

Date: _____

I. Series Determination:

Subject position supervises two-grade interval administrative work involved in the planning, designing, maintaining, integrating, etc., of IT systems and services (e.g., automated acquisition, storage, manipulation, management, movement, control, and display of information and data via computers, network components, peripheral equipment, software, firmware, and related resources. Also included are administrative support services (e.g., library, mail, message, graphics, and audio-visual products) in support of the District and its Division Headquarters. While the administrative support services knowledges are an important part of this position, the predominant skills and knowledges required are those associated with IT systems (e.g., computers and information management areas (IMA). These are paramount, and co-equal. This meets the series definition of the Information Technology Management Series GS-2210.

II. Title Determination:

Subject position spends 50 percent or more of its time performing supervisory/managerial duties over a range of 15 to 20 employees and/or 10 to 20 contract personnel. Application of the GS-2210 standard/guide prescribes a title of Information Technology Specialist for non-supervisory positions and Supervisory Information Technology Specialist for supervisory position. Therefore, subject position's title is Supervisory Information Technology Specialist.

The grade-controlling duties of this position are supervisory; therefore, the OPM General Schedule Supervisory Guide (GSSG), Jan 99, is applied.

III. Grade Determination:

FACTOR 1. PROGRAM SCOPE AND EFFECT FL 1-2 350 Points

The position supervises work which provides computer and related support (hardware, software, and applications support), as well as administrative services to a District and/or full operational support to Division Headquarters. The District is comparable to a small-to-medium-sized military installation or area office. The work impacts on other functions in the District and Division Headquarters. This meets Level 1-2 (350 Points). The position does not meet Level 1-3 because the District is not equivalent to a major military command, nor does it provide services to a multi-state region having a high concentration of field offices.

FACTOR 2. ORGANIZATIONAL SETTING FL 2-3 350 Points

The position reports to the District Chief, IM (CIM), which is one reporting level below the District Commander. Therefore, Level 2-2 (250 Points) is met.

FACTOR 3. SUPERVISORY AUTHORITIES EXERCISED FL 3-3B 775 Points

The position functions as a full, branch-level supervisor, performing all the duties outlined in Paragraph 3-3 of the GSSG. Therefore, this position meets Level 3-3B (775 Points). It does not meet the next higher level because 3-4 Level positions must supervise several subordinate managers, nor does the position make or recommend policy changes in response to legislation.

FACTOR 4. PERSONAL CONTACTS FI 4-A2/4B2 75 Points

The position meets with high-ranking civilian and military managers and supervisors throughout the District, the Division, and Headquarters. This meets Level 4A-2 (50 Points). The purpose of the contacts is to plan and coordinate Branch work with other units, to resolve differences of opinion, and to ensure effective support to all District organizations. This meets Level 4B-2 (50 Points).

FACTOR 5. DIFFICULTY OF TYPICAL WORK SUPERVISED FL 5-6 800 Points

Subject position manages a range of 15 to 20 FTE positions and/or a range of 10 to 15 contract personnel. Excluding low-grade assistant and clerical/trainee positions, approximately 12 FTP positions, and 7 contract personnel are creditable for base-level determination (GS-09 through GS-12). GS-09-level work constitutes 15 percent of the workload, while GS-11-level work constitutes 50 percent. GS-12 constitutes 20 percent. GS-11 (50 percent) is determined to be the appropriate base-level of work supervised. This meets Level 5-6 (800 Points).

FACTOR 6. OTHER CONDITIONS FL 6-4A 1120 Points

The position manages the work through Group and Team Leaders where base-level of work is GS-11. The position manages work which requires substantial coordination and integration to complete the job. More specifically, a number of specialists must work together to integrate their supported areas into any systems updates or changes. The position clearly and completely meets Level 6-4A (1120 Points). This position does not meet the next higher level because it is not involved with supervising supervisors each with GS-11 base-level of work.

TOTAL POINTS: 3420

FINAL CLASSIFICATION: Supervisory Information Technology Specialist, GS-2210-13