

Position Description - Final

PD #:
Shred:

Replaces PD #:

**Supervisory Information Technology Specialist
GS-2210-14**

Installation:

**Major Command:
Region:**

Citation 1: US OPM GSSG dtd. January 1999

Citation 2: USACE GSSG guidance dtd. 08/10/95; DOD GSSG guidance dtd. 06/24/93.

**Citation 2: 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 Chief of a U.S. Army Corps of Engineers (USACE) District Information Management (IM) organization. Exercises full managerial, supervisory, technical, and administrative responsibility for planning, programming, developing, implementing, executing and evaluating all IM Areas including Information Technology (IT) systems and services (including office automation); telecommunications (voice and data); and visual information, graphics, radio communications, printing and publications, records management, mail, libraries, and knowledge management. Serves as the primary advisor to the District Commander and senior District managers on information management and knowledge management issues and insures that decisions made, actions taken, and results obtained are tenable, cost effective and within established policies, standards, and guidelines. May be required to manage and supervise the provision of operational support to Division Headquarters on an intermittent, temporary or permanent basis. Within this framework, performs the following:

1. Manages the District IM program.

- Establishes priorities, integrates District-wide IM work and is the focal point and representative on all District IM activities. Initiates and manages the conduct of formal IM studies to determine information requirements and develop the District IM program. Establishes goals and objectives, long- and short-range planning, and strategic plans, which address and meet the information requirements of all District elements. Establishes the information architecture in conformance with Army and USACE guidance and the Army information architecture. Recommends major changes through the Division to HQ USACE. Uses Information Systems Plan and Information Systems Planning Implementation (ISP/ISPI) methods to

develop architectures and projects. Develops and submits the District Information Mission Area strategic Plan (IMA Plan) to the Division and executes the assigned portion of the approved USACE IMA Plan. Provides IMA planning guidance to all District office activities. Develops planning input to the District IMA plans in support of the Division and USACE for assigned systems.

- Plans, programs, integrates, coordinates, and evaluates the District information requirements and develops and maintain the District's information architectures and IM plan. Develops & directs programs to advise and assist customers with the technical and managerial aspects of the requirements determination, documentation, and justification process. Ensures the life cycle of information, to include collection, processing, storage, and disposal, is effectively managed and integrated throughout the District. Administers and coordinates the financial management of all IMA activities to include responsibility for budgeting, programming, and execution. Ensures compliance with plans, policies, standards, infrastructures, and architectures of IT management and IT programs. Provides technical guidance in IM acquisition and procurement, standards, and policies in the District. Serves as contracting officer's technical representative when required. Participates in Corps-wide planning activities, recommends policy guidance, and provides systems support as directed. Provides career programs guidance for the IT Career Program. Manages the provision of District advisory services pertaining to all matters relating to IT system hardware or software, plans and programs, studies, policies, procedures, and operations. Researches state-of-the-art technology with possible application to the District. Performs liaison and coordination with higher headquarters, other commands, and non-government organizations to advise top IMA officials on District projects and systems requirements. Administers the Information Assurance Program IAW established policies and regulations. Manages IMO Customer Assistance and Training activities for all IMA functions. Applies knowledge of computers and telecommunications.

2. Supervises the work of a large group of Federal employees assigned to two or more Branches (Information Requirements and Planning Branch, Information Technical Services Branch, and Information Support Services Branch) of the District Information Management Organization and may exercise technical oversight over the work of a large number of contract-employed personnel assigned to the various Branches. Oversees the technical, professional, and leadership training and career development for federal IT employees. The organization structure of the subordinate Branches include subordinate groups/teams headed by leaders/team chiefs. The predominate work program functions managed and supervised involve the performance of professional, administrative and technical IT work assignments.

Performs other Duties as Assigned

FACTOR 1 - PROGRAM SCOPE AND EFFECT

FL 1-2 350 PTS

Serves as Chief of Information Management at a USACE District and manages & supervises the provision of IT support, including IT equipment & software support; Internet, Intranet and Extranet functions; information assurance/automation security, Local Area and Wide Area Network and Automation support; as well as telecommunications support, mobile radio support, audio & visual information and graphics support, and a variety of administrative support (libraries, records management, printing and publishing, mail, etc.) to the District headquarters line and staff organization as well as field and area offices and mobile units within the large multi-state geographical area covered by the District. Through two or more subordinate Branch Chiefs technically and administratively supervises 25-40 District personnel engaged in carrying out the work program of the Office. Additionally, through subordinate Branch Chiefs, administers contracts for the work 20-50 contract employees assigned to the office and working under several separate contracts performing information technology, telecommunications visual information computer operations, computer engineering, administrative, trades

& crafts work. The work managed and supervised by the incumbent affects a wide range of mission and support activities within the District offices and its geographically dispersed field and area offices.

FACTOR 2 - ORGANIZATIONAL SETTING

FL 2-3 350 PTS

Works under the general administrative direction of the District Commander (SES equivalent and who supervises several GS-15 subordinates). The incumbent operates with wide latitude for independence concerning work program management matters, priorities, approaches and regular and special work and any matters involving technical aspects of the IM Program. Exercises full responsibility for accomplishment of the District IM work program. Supervisor is available to discuss controversial and precedent-setting actions. Work is reviewed to ensure compliance with plans, policy, standards, infrastructures, and architectures of IT management and IT programs of higher headquarters and agencies.

FACTOR 3 - SUPERVISORY AUTHORITIES EXERCISED

FL 3-3b 775 PTS

Through two or more subordinate supervisors and their subordinate team leaders/chiefs, supervises the work of subordinate branches (Information Requirements and Planning Branch, Information Technical Services Branch, Information Support Services Branch, etc.) which are subdivided into subordinate teams and groups. Defines organizational objectives and specific goals of the subordinate IM elements, plans short-range and long-range work to be accomplished, and adjusts long-range schedules, objectives and goals in relation to the workload, personnel required and priorities. Sets priorities, prepares work schedules, and makes assignments. Defines duties and responsibilities of subordinate work groups in accordance with strength ceilings and functional responsibilities. Analyzes workload distribution and recommends adjustments of strength ceiling as needed. Deals with and advises the Commander and top organizational managers level concerning IT program accomplishments, problems and the impact of actual or potential changes. Provides instructions to subordinate supervisors, to include objectives, suspense dates, reporting procedures, and general guidance concerning controversial aspects of work. Through subordinate branch Chiefs, assigns, reviews or directs review of work completed by subordinate work groups. Administers contracts through two branch chiefs for work of 20-50 contract employees working under separate contracts and performing information technology, telecommunications, computer operation, administrative and trades and crafts work. Decides on the adequacy of and authorizations for payment of completed contractor work. Advises and counsels Branch Chiefs and makes decisions on work or administrative problem areas they encounter. Develops performance standards for subordinate Branch Chiefs and assures equity among subordinate organizational segments of performance standards and rating techniques and equity in the assessment of contractor capabilities and completed work. Evaluates performance of subordinate supervisors and is the reviewing official on their evaluations of non-supervisory employees. Makes recommendations for awards and makes changes in position classification. Approves Branch Chief selections for non-supervisory positions. Interviews candidates for and recommends selections of subordinate supervisory and leader/team chief positions. Identifies developmental and training needs within the IM organization and makes arrangements to satisfy such needs. Advises, counsels, or instructs subordinates on both work and administrative matters. Hears and resolves complaints. Reviews and approves action on serious disciplinary cases, and disciplinary problems involving non-supervisory employees. Reviews and makes decisions on work problems presented by subordinates. Administers a variety of management programs such as safety, upward mobility, cost reduction, sick leave and overtime usage, suggestions, internal controls, etc. Identifies and implements ways to increase the quality of Information Management work of the organization, eliminate IT organizational bottlenecks and takes action to improve IM business practices. Ensures all employees receive full equal opportunity and treatment in placement, promotions, and training; and, as required, establishes an EEO Plan of Action.

FACTOR 4 - PERSONAL CONTACTS

Sub-factor 4A – Nature of Contacts

SFL 4a-2 50 pts.

Contacts internal to the District are with all levels of District organizational managers, supervisors, and specialists including the Commander and Deputy Commander. Such contacts take place in formal (meetings, briefings, presentations, etc.) as well as informal (impromptu face-to-face meetings) settings requiring considerable preparation by the incumbent. Contacts external to the District include managers and IT personnel of other Districts, high ranking managers at Division HQ, officials and representatives of HQ USACE, contractor representatives and representatives of IT firms. Contacts external to the District typically take place in structured as well as unstructured settings and require considerable preparation by the incumbent.

Sub-factor 4B – Purpose of Contacts

SFL 4b-3 100 pts.

Internal District contacts are to coordinate IM work program aspects with using/supported organizations; ensure compliance with IM policies, regulations, practices and procedures; resolve significant problems with IM services, products, systems, or equipment; make presentations and give reports; advise, explain, justify and inform regarding IM systems, equipment and services; justify plans; defend organizational actions; and to persuade managers concerning the use of new or changed IM approaches and systems/equipment. Contacts external to the District are to obtain and provide information, coordinate related work processes, to participate in Division or USACE wide studies, and to justify, defend and report on District IM activities. Contacts outside the Federal service with IT corporation representatives, contractors, and others are to resolve problems, obtain information about new or changed equipment, services or products and to coordinate supporting work activities.

FACTOR 5. DIFFICULTY OF TYPICAL WORK DIRECTED

FL 5-6 800 PTS

Through two or more subordinate supervisors and their team/group chiefs, supervises and is technically responsible for, the work of federally employed non-supervisory personnel in positions classified in several different professional, administrative and technical occupations (IT Specialists, Visual Information Specialists, Electronics Engineer, Telecommunications Specialist Computer Scientist, Computer Engineer, Printing Specialist, Librarian, Photographer, and Support Services Specialist) in grades GS-09 through GS-12; several technician/assistant positions in grades GS-04-GS-07; several administrative support positions; and trades and crafts positions. Is also responsible for the technical oversight of 20-30 man-years work performed by contract employees assigned to the IM Office and who perform network operations and administration, software support, mail room operations and data entry work (a significant number of the contract personnel perform work ranging in equivalency from the GS-09 – GS-12 levels). The GS-11 level best characterizes the basic level of the work performed in the IM organization for which the incumbent is technically responsible for and/or technically directs and this is the highest grade representing at least 25% of the workload supervised.

FACTOR 6. OTHER CONDITIONS

FL 6-5C 1, 225 PTS

Manages work through two or more subordinate branch supervisors who in turn direct a wide range of professional, technical and administrative functions in the IT area. Supervisory responsibilities of this position require extensive coordination and integration of a substantial volume of GS-11 and higher level professional, administrative and technical work performed by federal employees and contract personnel in each of the branches supervised. The GS-11 level best characterizes and represents 25% of the workload in each of the branches supervised **or** could through the judicious redirection of GS-11 level and higher work between or among branches. The work is analytical, interpretive, and judgmental. Basic facts,

circumstances, and information vary substantially, requiring significant coordination and integration of interrelated IT work (both federal employee and contractor performed) of the branches and coordinate it with work of the District organizations being supported by IM. Guidelines are incomplete; and differences in judgments, recommendations, interpretations or decisions can have consequences or impact the work of the IM organization, other District Divisions and separate offices and field offices requiring that the incumbent ensure that subordinate supervisors and contractors direct and carry out IM work program aspects in a consistent, efficient and logical fashion and that their work activities are compatible with higher authority guidelines and policies.

The point total is 3,650 points, which falls in the GS-14 (3,605 – 4,050) point range of the GSSG.

SPECIAL REQUIREMENTS: This position must possess or have the ability to acquire a security clearance to occupy this position.