

Position Description - Final

PD #:

Replaces PD #:

Sequence #:

Supervisory Information Technology Specialist

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)

Citation 2: OPM, General Schedule Supervisory Guide dtd. Jan 99; DoD and USACE Supplementary Guidance, dtd. Jun 93 and Aug 95, respectively

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 a branch chief within the District's Information Management (IM) organization responsible for managing the activities of 15 to 20 professional, technical, and administrative subordinate employees and/or technical oversight of 10 to 20 contract personnel engaged in the various functions of the branch. Subject position functions as the Branch Chief for one of the following two key branches within the District IM organization:

Information Technical Services Branch. Leads, directs, coordinates, manages, executes, and integrates portion of the Information Mission Area (IMA) that encompasses the disciplines of visual information; publication/printing and reproduction; graphic arts; library management including collection development, acquisition, cataloging, circulation, reference, etc.; records management; IT policy/planning; Information Technology Investment Portfolio System (ITIPS) for all District organizations; detailed IT planning and budget preparation; monitoring IT

equipment, hardware/software acquisitions usage and storage; Privacy Act/Freedom of Information Act programs; video services and the official mail program including incoming/outgoing classified/unclassified mail. May be required to provide IT operational support to Division headquarters on an intermittent, temporary, or permanent basis, associated with system analysis, database management, policy/planning, printing and publications, library, records management, and Internet web page assistance.

Information Support Services Branch. Leads, directs, coordinates, manages, executes, and integrates the portion of the IMA that encompasses the discipline of IT system architecture (data, applications, technical support); WEB architecture and application development; IT systems interoperability; hardware/software integration to include mainframe, mini/micro computers, etc.; database design, development and administration; executive and application programming; maintenance of software systems; systems analysis; design/development for automation applications; hardware/software maintenance support; District-wide communications/electronic support; video teleconferencing support; necessary user support services; etc. May be required to provide IT operational support to Division headquarters on an intermittent, temporary, or permanent basis associated with telecommunications, automation, database management, networking, system analysis, Internet and IT security.

1. As a Branch Chief, plans, directs, coordinates, facilitates, and supervises in part through subordinate supervisors/leaders the activities of 10 to 20 employees and/or technical oversight of 10 to 17 contract employees engaged in the various functions of the Branch. Outlines overall work objectives and coordinates the activities of the Branch to assure compliance with published policies and regulations, completion of deadlines, proper execution of functions, and overall efficiency of operations. Makes assignments, reviews work accomplishments as necessary, and renders technical advice and guidance on unusual, controversial or complex problems. Provides career and professional counseling and coaching. Reviews and rates performance, initiates personnel actions, approves leave, interviews and makes selections of new employees, provides for necessary training, and settles employees' grievances.

2. Evaluates and discusses operating problems and procedures with District officials and recommends improvements and ways to provide greater effectiveness and economy of services. Provides individual counseling and holds planning conferences with top management personnel on new support procedures and innovations. Analyzes processes and procedures in order to recommend improvements. Coordinates action/correspondence with every major staff and field element whose operations will be affected by the actions/correspondence or who have responsibility for input to the decision involved. Interprets and explains regulations, policies, and other written directives. Issues District regulations and special instructions, as required. Monitors various contracted services in relation to the support services program. Represents the Chief, IM, in meetings and negotiations with other organizational elements, other Federal agencies, and commercial organizations relative to advisory and administrative services provided by these sources. Develops plans, procedures, methodology and initiates appropriate management actions to effect improvements in information services.

3. Participates fully in the development of long- and short-range planning in those areas related to advisory, technical, and administrative services. Evaluates impact on internal and external changers that have interrelationships between functions/operations/programs and affects costs and resources, and devises and installs measures for improved coordination between subordinate activities and serviced activities. Personally and through various media, advises managers on existing and new or revised services available and their benefits in facilitating work production. Compiles, reviews, and justifies overall budget estimates for all Branch expenses making periodic revisions and providing for control of expenditures.

Performs other duties as assigned.

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

Directs a portion of the overall Information Technology Program that provides professional, technical, and administrative support for the accomplishment of the District mission. The District covers a geographical area including portions of a few states involving area offices and a considerable number of work activities scattered over the geographical area. The subordinate work program and staff supervised provide technical and administrative support to the mission-accomplishing programs and staff located at the District headquarters as well as the dispersed field offices and work activities. The support functions impact a variety of U.S. Army Engineer Corps of Engineers (USACE) mission elements assigned to the District and accomplished at the District headquarters, as well as work accomplished at various and dispersed area and field offices.

FACTOR 2. ORGANIZATIONAL SETTING FL 2-2 250 Points

Reports to the Chief, IM (CIM) who is one reporting level below the District Commander. The District Commander is equivalent to an SES position.

FACTOR 3. SUPERVISORY AND MANAGERIAL AUTHORITY
EXERCISED FL 3-3b 775 Points

Directs all branch functions. Develops non-written plans for the work of the organization on a long-range basis, setting priorities, and developing schedules for the orderly accomplishment of work. Provides written input to the CIM, concerning the goals and objectives of the Branch. Develops plans and schedules as guides in the execution of support programs to meet management goals, objectives, and priorities and makes necessary adjustments to accommodate differing support requirements. Assigns duties and responsibilities to subordinate supervisors/leaders and non-supervisory personnel for effective and economical accomplishment of work. Coordinates work of the Branch with other branches, District/Division organizations serviced or impacted by the Branch work program. Makes adjustments to work schedules and priorities to accommodate work load increases, priority work projects, etc. Prepares reports of

branch projects, accomplishments, and work load for submission to CIM or higher authority. Reviews and evaluates work progress reports, comments, and input from serviced organization and takes action to resolve problem areas and ensure timely and effective mission support. Develops internal operating guidelines and reviews and approves proposed guidelines and takes necessary action for their resolution. Establishes the extent of delegated authorities and overall program guidelines, special requirements, etc., for use by subordinate supervisors/team leaders while engaged in the development, implementation, and operation of IT systems within their areas of expertise. Reviews recommendations of subordinate supervisors/team leaders and makes decisions concerning their organizational work plans and priorities, provides guidance and establishes guidelines covering their work. Reviews, accepts, or rejects the work of subordinate supervisors/team leaders. Reviews work, program progress, and accomplishments. Provides technical assistance and advice on all complex, highly controversial, and problematic matters referred by subordinates. Makes final review and evaluation of subordinate supervisors/team leaders work accomplishments and approves suggested revisions and changes or directs required action. Interviews candidates and makes selections of individuals to fill vacated positions. Initiates actions for the promotion or reassignment of key employees within the Branch and reviews and makes final approval of such actions taken by subordinate supervisors/team leaders. Receives and resolves subordinates minor complaints and refers more serious problems, along with recommendations for their resolution, to the IM Chief for necessary decision and action. Recommends and/or takes disciplinary action and provides for the training needs of subordinates. Ensures that job descriptions covering subordinates are accurate and current. Establishes the Branch position structure in the most economical and effective manner possible in compliance with position management, plans, policies, and guidelines. Prepares performance standards and evaluations for subordinate supervisors/team leader personnel and reviews and approves such standards and evaluations prepared by them for their subordinates. As the supervisor of others, incumbent is responsible for the instruction and training of subordinates in the safe and efficient performance of their duties and for studying the operations under his/her supervision with a view to correcting or reporting for correction any unsafe condition or unsafe work practice that might cause injury to employees or other persons, or property damage.

FACTOR 4. PERSONAL CONTACTS

FL 4A-2

50 Points

Subfactor 4A. Nature of Contacts

Daily contacts are with high-ranking managers, supervisors, staff operating officials within the District and Division Headquarters Office. Outside contacts are with other Districts and Divisions; computer, electronic and communications vendors; local printing, copier, visual information vendors; and other members of the business community, and local public interest groups.

Subfactor 4B. Purpose of Contacts

FL 4B-2

75 Points

The purpose of contacts is to plan and coordinate Branch functions, participate in meetings and

conferences to provide solutions to problems as they relate to the technology requirements/services program, and to ensure that information provided to outside parties is accurate and consistent. The outcome of these meetings and conferences is to develop suitable alternatives toward solving particular program problems and ensure the provision of effective support to all organizations.

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

Subordinates supervised include, but are not limited to the following: Visual Information Specialist, Computer Engineer, Electronics Engineer, Civil Engineer, Computer Scientist, Information Technology Specialist, Telecommunications Specialist, Printing Specialist, Librarian, Photographer, and Support Services Specialist. If needed, additional work load requirements are accomplished through contract labor. Contractors employed range from 10 to 17 and provide services for Network Operations, Application Software, Product Control, and mail room operations. GS equivalency ranges from GS-3 to GS-13. A significant number, 5 to 8, of the contractor personnel are working at the GS-09 to GS-11 level. The highest grade which best characterizes the overall nature of non-supervisory work performed and represents 25 percent or more of the Branch work load is GS-11.

FACTOR 6. OTHER CONDITIONS FL 6-4A 1,120 Points

Directs two or more subordinate supervisors/team leaders who each direct non-supervisory employees at the GS-11 grade level. Technical supervision and oversight of the Branch program require coordination and integration of subordinates' work to ensure consistency of products and services produced and the interpretation of technical services, policies, regulations, guidelines, etc., and advice. Exercises technical and administrative direction over subordinates employed in several occupations at the GS-11 to -13 grade levels. Technical functions are carried out at several locations that are widely dispersed throughout the District Headquarters area and field activities.

TOTAL POINTS: 3420

This falls in the range of 3155-3600 and converts to a grade of GS-13.