

**BENCHMARK JOB DESCRIPTION  
INFORMATION MANAGEMENT OFFICER GS-0301-14**

**MAJOR DUTIES**

As the District Information Management Officer, incumbent exercises full managerial, technical, and administrative responsibilities for planning, developing, implementing, executing, and evaluating the District Information Resources Management (IRM) Program. Serves as the primary advisor to the District Commander and senior staff on information management issues. Executes information technology (IT) initiatives to include planning, design, acquisition, implementation, operation, and disposal of the District information technology infrastructure. Resolves Federal Information Processing (FIP) acquisition issues, related IRM policy matters, and potentially controversial items. Provides technical direction of IT for the organization. Insures that decisions made, actions taken, and results obtained are tenable, cost effective, and within established policy, standards, and guidelines. Due to the highly specialized nature of this position, completed work is reviewed principally to evaluate overall results, particularly with respect to District and IRM strategic performance measures.

1. Information Resources Planning. Develops and executes IRM Program goals and objectives, including short range and multi-year IRM master plans to meet and forecast requirements and IT for all District elements. Manages the formal information requirements planning process as directed by higher headquarters. Applies information engineering methodologies to District business process reengineering efforts. Develops, maintains, and updates the District baseline and target information architectures IAW USACE, Army, and DOD architecture standards and guidelines. Ensures that initiatives, technologies, and services brought into this architecture are compatible in terms of relevant technical standards to assure compatibility and interoperability of all installed IT resources. Conducts formal studies and analyses. Keeps abreast of new IRM-related technologies and methodologies. Provides District input to Corps-wide planning activities. Makes recommendations to higher headquarters on information policy, guidelines, standards, and architectures. Represents the District in meetings with higher echelons, as well as other Federal, State, and local government agencies whose information requirements necessarily impact or interface with District requirements in order to achieve economy and expedite District mission requirements. 10%

2. Information Systems Life Cycle Management (LCM). Ensures that the life cycle of information and associated IT assets, to include collection, processing, storage and disposal, is effectively managed and integrated throughout the District. Advises and assists District customers in regard to the technical and functional aspects of LCM requirements determinations, and the associated documentation and justification processes. Performs IT technical evaluations. May serve in the delegated capacity of a formal Milestone Decision Authority (MDA) for District unique automated information systems, or as the District Commander's primary MDA technical advisor. Supports the Contracting Officer in his information technology acquisition responsibilities related to development, review, and approval of formal FIP requirements justification packages. Functions as the District's sole approving agent for certifying the validity of agency requirements for all FIP purchases. Certifies technical compliance with USACE, Army, and DOD joint technical architectures, for all FIP acquisitions. 15%

3. Information Infrastructure and Program Management. Manages the provision of the full range of Information Mission Area (IMA) services to include automation, communications, visual information, records management, printing and publishing, and library services. Assures interoperability, integration, and operations for the installed base of hardware and software, and continuity of operations (e.g., computers, file servers, workstations, local area networks (LANs), dedicated communications lines, radio and telephone systems, connections to wide area networks, such as the CEAP network and Internet, copiers, electronic equipment and instrumentation, and teleconferencing facilities). Performs configuration management of District IT resources. Performs LAN systems administration. Maintains IT inventories. Ensures that the Commander has IT resources to perform command and control functions, particularly critical capabilities for emergency and disaster recovery efforts. Provides mail and messaging services, including support to electronic commerce initiatives, as well as classified/secure messaging capabilities. Manages Contracting Officers Representatives and Contracting Officer's Technical Representatives for IMA related contracts. Is responsible for the Defense Printing Service (DPS) Program implementation within the District. Manages District radio spectrum frequency assignments. Provides a wide range of technical support for automated information systems during deployment and systems operation within the District. Administers the District information systems security program IAW AR 380-19 and serves as the principal advisor to the Commander on automation security matters. Implements information systems security procedures (e.g., assuring appointment of ISSOs, NSOs, TASOs, COMSEC custodians). Develops roles and responsibilities, establishes

security profiles, ensures that corporate IT assets are properly protected against intrusion and damage via the installation of firewalls, virus scanners, and other security services. Develops IT and IMA service related operating procedures and policy. Conducts technical briefings. Assures a continuous program of IT training and customer assistance for District personnel. Continuously monitors IRM program services, facilities, and equipment for purposes of quality assurance, increasing efficiencies, reducing costs, ensuring accountability, and identifying any areas that are vulnerable to cost overruns or abuse. May be responsible for providing both IRM/IMA operational and staff support on a Division-wide basis. In particular instances may also provide support services to a Command center of expertise. 35%

4. Information Resources Fiscal Management. Performs financial management/oversight of the District IRM Program, to include responsibility for FIP resources budgeting, programming, and execution related to provision of IT services. Recommends/establishes funding priorities. Ensures District compliance with higher headquarters directives related to IRM cost accounting, including tracking District unique automated information system program expenditures. Oversees development of IRM related upward reports. Facilitates the District Information Resources Management Steering Committee (IRMSC) in establishing IT resourcing priorities. Serves as a voting member on other District budget, PRIP, and security advisory committees. 10%

5. Data Management/Records Management. Executes the District data management and records management programs. Assures appointment of the District Data Administrator and Data Base Administrators. Manages District migration towards the corporate data base concepts endorsed by higher headquarters. Facilitates use of the Command Data Model (CDM) for both customized and COTS software. Ensures that all AIS utilize command standard data elements to increase data sharing, interoperability, and reduce costs. Responsible for ensuring records management requirements are properly implemented, executed, and managed, including electronic recordkeeping procedures. 5%

6. Supervision. Directly manages and supervises a multi-disciplinary team of specialists performing IRM/IMA functions. In satisfying this responsibility, the incumbent:

a. Plans and assigns work to subordinates determining work schedules and priorities. Evaluates performance of subordinates. Advises subordinates on administrative matters and determines training needs. Interviews applicants and selects or recommends selections to fill vacant positions. Reviews work of subordinates

for adequacy and compliance with instructions or policy. Periodically reviews job descriptions of subordinates for currency and accuracy. Initiates or participates in review and improvement of work methods, organizational features, and the structuring of positions to eliminate unnecessary ones and achieve optimum content in those remaining. Assures full integration of EEO principles; gives full consideration to all qualified candidates in the selection and promotion of employees; and assures like treatment for all members in training, recognition, upward mobility, and discipline. Hears and resolves complaints; effects disciplinary measures. Responsible for implementation and enforcement of all safety rules, regulations, and directives applicable to the work supervised.

b. Identifies requirements, plans for, organizes, and distributes authorized personnel resources. Personally and through subordinate supervisors, prepares and presents justification for organization structure, manpower, and personnel requirements to accomplish assigned mission and functions. Insures development of organizational work plans, short and long-range schedules, priorities, work assignments and position structures to effectively, efficiently, and economically carry out the work of the organization.

c. Serves as the Activity IM Career Program Manager. Provides or makes provision for development and training or cross-training, including IT professional certification, consulting with the appropriate Human Resources specialists, and others as appropriate, on training needs and deciding on training problem solutions related to the organization. Responsible for CP 34 intern career program management.

d. Assists Branch Chiefs in developing performance objectives and keeps them informed of policies, personnel actions and other management programs. Assures implementation and administration of regulations governing safeguarding of classified information. Promotes acceptance and adherence to provisions of programs such as Equal Employment Opportunity, Federal Women's Program, Physically Handicapped, Labor-Management Relations, and other similar special emphasis programs. 25%

Performs other duties as assigned.

Factor 1 - Program Scope and Effect

FL 1-2 350 pts

Serves as the District Information Management Officer and through two subordinate Branch Chiefs, supervises 20-25 subordinates in planning, designing, evaluating and implementing an integrated information processing infrastructure and associated services. The IRM program includes the overall management and integration of District-wide services, facilities, and resources associated

with automation (including office automation); communications (including voice, video, and data); visual information; data management; records management; publications and printing (including electronic bid sets); and libraries. Additionally, administers a multi-million dollar operating budget which includes contracts for the work of 8-12 contract employees performing LAN administration, software support, and data entry work. Services and products associated with this IRM program directly impact virtually all district team members whether they are located in the District Headquarters Office, or associated Resident/Area/Project Offices, and, both directly and indirectly impact customers and projects serviced by the District. The functions of the Office include complex professional, technical, administrative and clerical work functions.

Factor 2 - Organizational Setting

FL 2-3

350 pts

Incumbent reports to the District Commander/Deputy Commander, who provides general administrative direction. In addition, individual functionally reports to the Division Director of Information Management and the USACE Director of Information Management, as the Command Chief Information Officer (CIO). The Commander supervises several GS-15 subordinate supervisors. The IMO has full responsibility for accomplishment of the District IRM program. The incumbent has wide latitude for independent actions and decisions, and must exercise considerable leadership in mission accomplishment. Supervisor is available to discuss precedent-setting or controversial actions.

Factor 3 - Supervisory and Managerial Authority Exercised -

FL 3-3b 775 pts

In addition to exercising most or all of the delegated supervisory authorities and responsibilities at the lower level, the incumbent directs subordinate branch chiefs. The incumbent makes decisions on work problems presented by subordinate supervisors; evaluates the performance of subordinate supervisors and reviews and approves their evaluations of their subordinate nonsupervisory staff; recommends selections for appointment and promotion to subordinate supervisory positions; approves selections of subordinate nonsupervisory positions; hears and resolves employee complaints; reviews and approves serious disciplinary actions involving nonsupervisory subordinates; approves expenses comparable to within grade increases; approves extensive overtime and employee travel; and approves performance-based awards and bonuses for employees. Additionally, administers contracts for the work of contract employees who are assigned to IMO and performing work which is a functional responsibility of IMO.

#### Factor 4 - Personal Contacts

##### Subfactor 4A - Nature of Contacts - SFL 4A-2 50 pts

The supervisory 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 informal (individual planned and impromptu face-to-face meetings, contacts through correspondence and electronic mail, and contacts over the telephone) and formal (planned, structured meetings, briefings and presentations) situations requiring considerable preparation on the part of the incumbent. Contacts external to the district include those with high level officials at the MSC headquarters, and officials and representatives of HQUSACE and professional organizations. Contacts are also with counterparts at other MSCs/districts, state, federal, local, and academic organizations and with contractor representatives providing or desiring to provide IM supporting services, products and/or equipment and systems. Occasional contacts are made with Congressional staff members. Such contacts also include those in both the formal and informal settings reflected above.

##### Subfactor 4B - Purpose of Contacts SFL 4B-3 100 pts

Contacts internal to the District are for the purpose of coordinating IRM work program aspects with using/supported organizations; to insure that district organizations are complying with IRM policies, regulations, practices and procedures; to resolve significant problems with IM services, products, systems, or equipment; to make presentations and give reports; to explain, justify and inform about new IM systems, equipment and services; to justify plans; to defend organizational actions; and to persuade managers who use 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 MSC-wide and USACE-wide IRM studies, and to justify, defend and report on district IRM activities. Contacts outside the Federal service with corporation representatives/officials, contractors, officials/representatives from state, local, or academic organizations are to resolve problems, to 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 subordinate supervisory Branch Chiefs, supervises and is technically responsible for the work of 18-22 federally employed nonsupervisory personnel in positions classified in

several different professional/specialist series in grades GS-09 through GS-12; several technician/assistant series in grades GS-04 through GS-07; wage grade positions; and several support positions. Additionally is responsible for the work of 8-12 contract employees who are assigned to the IMO and who perform LAN administration, software support, and data entry work. Such work is equivalent to two GS-12's; six GS-11's; and two GS-05's.

The GS-11 level best reflects the typical level of the work technically and administratively directed and this is the highest grade which represents at least 25% of the workload supervised.

Factor 6 - Other Conditions

FL 6-5c

1,225 pts

The supervisory responsibility of this position requires extensive coordination and integration of a substantial volume of federal employee performed, as well as contractor performed, GS-11 level IM support service work accomplished in the "A" Branch.

Additionally, the incumbent coordinates a substantial volume of GS-09 level work accomplished by federal employees in the "B" Branch. However, judicious redirection of a portion of the contractor performed work from the "A" Branch to the "B" Branch could result in a basic GS-11 work level being present in both branches. Therefore, this position is treated as if it supervises a substantial volume of GS-11 level work in both branches. Such work involves a combination of professional, technical and administrative work. The incumbent must substantially coordinate and integrate interrelated work (both federal employee and contractor performed) of the two branches and coordinate it with the work of the district organizations being supported by the IMO. Additionally, the incumbent must ensure that both 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.

The incumbent of this position is required by AR 600-50 to file a statement of employment and financial interest (SF450).