DEPARTMENT OF ENERGY
Information Technology Specialist
GS-2210-14

INTRODUCTION

This is a standardized position description that is located within and is to be used throughout the U.S. Department of Energy (DOE). The mission of DOE is to ensure America's security and prosperity by addressing its energy, environmental and nuclear challenges through transformative science and technology solutions. DOE's scope includes work across a very broad range of focus areas to catalyze the timely, material, and efficient transformation of the nation's energy system and secure U.S. leadership in energy technologies; maintain a vibrant U.S. effort in science and engineering as a cornerstone of our economic prosperity with clear leadership in strategic areas; and enhance nuclear security through defense, nonproliferation, and environmental efforts.

The position is a technical authority who provides in-depth and independent information technology guidance, services, advice, and recommendations to leadership. The employee serves as an ad hoc team lead on projects, and serves as an information technology technical expert supporting the assigned organization.

MAJOR DUTIES

1. (40%) The incumbent provides in-depth and independent technical guidance, services, technologies, advice, and recommendations to DOE senior leaders and acts as a team lead of technical federal and contractor IT professionals maintaining DOE systems, networks, and connectivity. In addition, the incumbent performs duties across specialized IT functions, which may include cybersecurity, network architecture, project management, data management, systems administration, and policy planning. These tasks typically include serving as the lead for projects, tasks, working groups, and daily activities with responsibility for analyzing, managing, or performing work necessary to plan, design, develop, acquire, document, test, implement, integrate, maintain, or modify. Draws upon advanced methods and techniques to devise new ways of accomplishing work and to integrate functions with little or nothing in common except basic information used. Looks for and points out the need for major changes, together with recommendations.

2. (35%) The incumbent ensures continuity in operations and the rigorous application of information management/information security/cybersecurity policies, principles, and practices in the delivery of planning and management services. Additionally, this position requires the incumbent to develop and maintain high-level cybersecurity awareness for the organization, and maintain a general awareness and understanding of cybersecurity and

security concerns and issues, such as the processing environment and architecture, training certification, trends, and technical problems. The incumbent is responsible for maintaining an awareness of the interpersonal climates of the organization, DOE HQ, and other agencies involved with the mission of cybersecurity and security risk mitigation. Recommendations are accepted as authoritative by both superiors and subordinates. In addition to information security and cyber security responsibilities, the incumbent leverages a breadth and depth of technical expertise to carry out a variety of tasks involved in systems analysis, systems administration, networks, policy and planning, and internet. Each of these areas requires complex analysis, diagnosis of difficult problems and issues that may have been resistant to resolution, creative problem-solving, collaboration, and project management. The incumbent maintains authoritative technical expertise and knowledge on current and emerging technologies and evaluates their impact on DOE networks and systems, providing recommendations to leadership.

3. (25%) The incumbent serves as a leader or member on various standing information management boards, committees and working groups, as well as ad-hoc groups convened by DOE offices. Additionally, the incumbent prepares and provides briefings to leadership on assigned programs and projects; reviews, prepares and coordinates correspondence, reports, memoranda, directives, regulations, policies and procedures pertaining to assigned technical areas; and furnishes authoritative information in response to inquiries regarding DOE policy and guidance with respect to assigned organization and IT functional areas.

Performs other duties as assigned.

FACTORS AND FACTOR LEVELS

Factor 1, Knowledge Required by the Position, Level 1-8 (1550 Points)

Mastery of, and skill in applying, advanced IT principles, concepts, methods, standards, and practices sufficient to develop new approaches and techniques and coordination to support DOE systems; provide expert technical advice, guidance and recommendations to management and other technical specialists on critical IT issues; apply new IT developments to previously unsolvable problems and provide sound recommendations/decisions which significantly impact data management system applications.

Mastery of, and skill in applying, interrelationships of multiple IT disciplines; business requirements of customer organizations; systems development principles and approaches; information systems security principles and concepts; applications software design concepts and methods; network management methods; customer support principles, methods, and practices; and project management methods.

Mastery of, and skill in applying, advanced principles and objectives of information management and technologies, including hardware and software, data, and applications to improve the performance of technical and management functions within the program.

Mastery of, and skill in applying, knowledge of Federal IT security guidance, policies, and procedures with expertise in the full range of complex areas of Information Management, systems, and technologies to constantly improve the performance of security assurance throughout the program.

Expert knowledge of advancements and current trends in information management and technologies within DOE, the Federal government, and the private sector to implement the most robust cybersecurity policy possible.

Expert knowledge of, and skill in applying, business process engineering concepts and methods sufficient to lead/conduct studies designed to identify potential improvements in the way information technology is applied to key business functions.

Expert knowledge of, and skill in applying, systems engineering concepts and factors, including structured design; supportability; survivability; reliability; scalability; and maintainability to ensure that applications are optimized for state-of-the-art technology and functionality.

Mastery of, and skill in applying, total infrastructure protection in the IT security assurance environment through multiple levels of management systems including certification and accreditation requirements in order to reinforce program and DOE critical IT safeguards throughout the network.

Mastery of project management principles, methods, and practices in order to collaborate with programs, field sites, and contractor communities to in developing, promotion, maintaining information assurance security measures to meet current and future business needs of the program.

Mastery use of Agile project management techniques to deliver incremental results and value.

Thorough knowledge of IT security methods and practices used in collecting strategic resource requirements in order to meet the program and DOE mission goals.

Factor 2, Supervisory Controls, Level 2-5 (650 Points)

The supervisor provides administrative and policy direction in terms of broadly defined missions or functions of the agency. The incumbent independently plans, designs, and carries out the work to be done, and is a technical authority in his/her area. The supervisor reviews work for potential impact on broad agency policy objectives and program goals,

and normally accepts work as being technically authoritative and normally accepts work without significant change.

Factor 3, Guidelines, Level 3-5 (650 Points)

Guidelines consist of regulations and standards of the Office of Management and Budget (0MB), General Services Administration (GSA), National Institute of Standards and Technology, Government Accountability Office, DOE IT orders and policies, and broadly stated mission, and functions. The most pertinent laws are the Confidential Information Protection and Statistical Efficiency Act (CIPSEA), Clinger-Cohen Act, the Government Performance and Results Act, the Federal Information Security Management Act, the 21st Century International Digital Experience Act, Federal Information Technology Acquisition Reform Act, the Paperwork Reduction Act, and the Government Paperwork Elimination Act. The most pertinent OMB circulars are A-11 and A-130. The incumbent interprets and adapts this guidance in relation to program goals and devises and plans projects to satisfy specific objectives. Most guidelines are very broad and require considerable interpretation and adaptation for application to issues and problems. The incumbent uses judgment and initiative to deviate from established methods to modify, adapt, or refine broader guidelines. The incumbent develops new methods and techniques to evaluate and incorporate significant advancements and trends in information management, systems, and technologies that will aid in resolving complex issues and problems, and result in new policies and practices. Top DOE management officials and senior staff recognize the incumbent as a technical expert.

Factor 4, Complexity, Level 4-5 (325 Points)

Work consists of a variety of duties requiring the application of many different and unrelated processes and methods to a broad range of IT activities or to the in-depth analysis of IT issues. The employee makes decisions that involve major uncertainties with regard to the most effective approach or methodology to be applied resulting from continuing changes in customer business requirements or rapidly evolving technology in the specialty areas. The employee develops new standards, methods, process improvements and techniques; evaluates the impact of technological change; and conceives of solutions to highly complex technical issues. The work frequently involves integrating the activities of multiple specialty areas.

Factor 5, Scope and Effect, Level 5-5 (325 Points)

Work involves planning and coordinating efforts to develop and deliver systems and services that are responsive to the needs of customer organizations. Work ensures the organization's ability to respond to meet mission requirements through the optimal application of IT systems and services.

Factor 6, Personal Contacts and Factor 7, Purpose of Contacts, Level 3C (180 Points)

Personal contacts are primarily with high-level information management/technology customers and professionals throughout DOE, other Federal agencies, professional organizations, industry representatives, and members of major interest groups including segments of the business and scientific communities.

The purpose of the position's contacts is to justify and recommend resolution for significant matters regarding the feasibility of information management solutions, approaches, or proposals that may influence or define agency policy, establish precedent, and may affect large expenditures of resources. Through these contacts, the incumbent influences others to accept and use particular information management solutions; persuades others to change, amend, or modify current practices, procedures, and/or standards and to cooperate in meeting objectives; gains knowledge and information; and remains aware of information security trends that could be beneficial to the DOE.

Factor 8, Physical Demands Level, 8-1 (5 Points)

The work is sedentary. No special physical demands are required to perform the work.

Factor 9, Work Environment, Level 9-1 (5 Points)

The work is performed in a typical office setting where the environment is adequately lighted, heated, and ventilated. Some travel is required. Special safety precautions are not required.

TOTAL POINTS: 3690
FINAL GRADE: GS-14
GRADE RANGE: 3605 - 4050

Conditions of Employment:

An addendum to this position description shall be prepared each time that it is used to recruit or assign an employee. The addendum will document specific programs or projects assigned and conditions of employment or other position requirements not already addressed in this section.

SERIES AND TITLE DETERMINATION:

The purpose of this position is to serve as an information technology generalist and technical authority in several specialty areas supporting the assigned organization. The incumbent works with employees who are specialists in the various IT areas. This is within the scope of work properly included in the Information Technology Management Series, GS-2210, which covers

two-grade interval administrative positions that manage, supervise, lead, administer, develop, deliver, and support information technology (IT) systems and services. The basic title authorized for positions such as this is Information Technology Specialist. In addition, parenthetical titles are authorized for various specialties to further identify the duties and responsibilities performed and the special knowledge and skills needed. There is no parenthetical title for a generalist. Therefore, this position is properly titled as an Information Technology Specialist. The appropriate title and series is Information Technology Specialist, GS-2210.

FLSA EVALUATION OUTLINE

___Executive Exemption
___Exercises appropriate supervisory responsibility (primary duty)
___Customarily and regularly exercises independent judgment
___80% test, if applicable (GS-5/6; Sit I & 2 WS supervisors; law enforcement & firefighter supervisors thru GS-9)

___Professional Exemption
___Professional work (primary duty)
___Intellectual and varied work (more than dealing with procedures/precedents)
___Discretion & independent judgment
___80% test, if applicable (This virtually never applies since GS-5/6 positions are trainees and other eligible employees are not professional)

___Administrative Exemption
___Primary duty
___Policy or
___Management or general business or supporting services or
___Participation in the executive/administrative FUNCTIONS of a management official
___Non-manual work test
___intellectual and significant (more than dealing with procedures/precedents), or
___specialized & technical in nature requiring considerable training/experience
___Discretion & independent judgment
___80% test, if applicable

_X_ Computer Employee Exemption
_X__ systems analysis techniques and procedures or
_X__ design, development, etc. of computer systems or programs related to user or system specifications or
___ design, development, etc of computer programs related to machine operating systems
_X_ combination of above.

CONCLUSION: FLSA EXEMPT. Meets Computer Employee exemption criteria.

FLSA Comments/Explanations:

Primary duty consistent with 5 CFR 551. 210, Computer Employees. The incumbent is an Information Technology Specialist serving in the role of a generalist. The incumbent carries out responsibilities in information and cyber security, systems analysis, systems administration, policy and planning, networks, internet, etc. requiring analysis, diagnosis of problems and issues, problem-solving, collaboration, and project management. The incumbent maintains a broad scope of technical expertise and knowledge on current and new emerging technologies and evaluates their impact, both positive and negative, on DOE networks and systems.