FACTOR EVALUATION SYSTEM (FES) EVALUATION STATEMENT

Position Number: [tbd]	
Proposed Title, Series, and Grade: Information Technology Specialist, GS-2210-14	Classified Title, Series, and Grade: Information Technology Specialist, GS-2210-14
Organizational Location: Varies	
Evaluation Standards/Guides Used: USOPM JFS for Administrative Work in the Information Technology Group, GS 2200, issued May 2001; revised: 8/2003, 9/2008, 5/2011, 10/2018	

BACKGROUND

This is a standard position description that is located within and is to be used throughout the U.S. Department of Energy (DOE). The mission of the DOE is to ensure America's security and prosperity by addressing its energy, environmental and nuclear challenges through transformative science and technology solutions. The primary purpose of this position is to serve as 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.

ANALYSIS

Determination of Series and Title:

Series: This position is included in the GS-2210 series, because it includes positions, like this one, which perform two-grade interval administrative work that manages, supervises, leads, administers, develops, delivers, and supports information technology (IT) systems and services.

Title: The title Information Technology Specialist is prescribed by the standard for nonsupervisory positions included in this series. In addition, agencies are to use the authorized parenthetical specialty titles with the basic prescribed title to further identify the duties and responsibilities performed and the special knowledge and skills needed. However, this position is a generalist performing work involving various combinations of specialty work. In such situations, where a position involves work in more than two of the established specialties, the standard provides for use of the basic title without a parenthetical specialty title. Therefore, the proper title for this position is Information Technology Specialist.

<u>Determination of Grade</u>:

Factor 1. Knowledge Required by the Position—Factor Level 1-8 — 1550 Points

Under FL 1-8, assignments require mastery of advanced IT principles, concepts, and practices in order to develop and interpret policies and strategies, as well as mastery of the agency's IT architecture, new IT developments and applications, and IT security concepts in order to ensure the integration of IT programs and services and to manage complex projects. The employee at this level is also required to possess expert knowledge in project management principles and excellent oral and written communication skills.

The position being evaluated requires a mastery of information management and technology principles and objectives; mastery of the interrelationships of multiple IT disciplines; the business requirements of customer organizations; and advanced systems development principles and approaches. The position requires expert knowledge of policy and planning concepts and practices; performance and project management and measurement methods and tools. The position also requires expert knowledge of business process engineering concepts and methods, systems engineering concepts and factors, Federal IT security guidance, policies, and procedures, IT cybersecurity trends and developments within DOE, the Federal government, and the private sector. This knowledge and the reasons for which it is required fully match the 1-8 level.

Factor 2. Supervisory Controls—Factor Level 2-5 — 650 Points

At FL 2-5, the supervisor provides administrative and policy direction in terms of broadly defined missions or functions of the agency. The employee is responsible for a significant agency or equivalent level IT program or function; defines objectives; interprets policies promulgated by authorities senior to the immediate supervisor and determines their effect on program needs; independently plans, designs, and carries out the work to be done; and is a technical authority. The supervisor reviews work for potential impact on broad agency policy objectives and program goals; normally accepts work as being technically authoritative; and normally accepts work without significant change.

Similarly, this position receives administrative and policy direction in terms of broadly defined missions or functions of DOE from the supervisor. 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 DOE policy objectives and program goals and normally accepts work as being technically authoritative. The incumbent's authoritative voice in these matters results in acceptance of completed work without significant change. The supervisor's own scope of responsibilities is sufficiently broad that he or she cannot maintain a level of sustained involvement in the incumbent's activities that would be necessary to exercise more than the lightest of administrative and policy oversight to the incumbent. Thus, the position operates with a minimal level of oversight from the supervisor and with policy as well as technical independence, and meets FL 2-5.

The supervision received fully meets criteria for FL 2-5.

Factor 3. Guidelines—Factor Level 3-5 — 650 Points

At FL 3-5, the employee uses guidelines that are often ambiguous and express conflicting or incompatible goals and objectives, requiring extensive interpretation. The employee uses judgment and ingenuity and exercises broad latitude to determine the intent of applicable guidelines; develop policy and guidelines for specific areas of work; and formulate interpretations that may take the form of policy statements and guidelines. Top agency management officials and senior staff recognize the employee as a technical expert.

This position uses broad guidelines including laws, regulations, and standards from a variety of government sources as well as broad industry standards. The incumbent uses judgment and ingenuity to select, interpret, and adapt appropriate very broad guidelines to apply to issues and problems. The incumbent uses judgment and initiative to deviate from established methods and develops new methods and techniques to evaluate and incorporate significant advancements and trends in information management, systems, and technologies. The incumbent's approach aids in resolving complex issues and problems, and results in new policies and practices. Top DOE management officials and senior staff recognize the incumbent as a technical expert. This fully meets the criteria for FL 3-5.

Factor 4. Complexity—Factor Level 4-5 — 325 Points

At FL 4-5, 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. These changes typically result from continuing changes in customer business requirements; or rapidly evolving technology in the specialty areas. The employee develops new standards, methods, and techniques; evaluates the impact of technological change; and/or conceives of solutions to highly complex technical issues. The work frequently involves integrating the activities of multiple specialty areas

This position performs work that reflects a level of complexity very similar to that described for FL 4-5. The factor level is fully met.

Factor 5. Scope and Effect—Factor Level 5-5 — 325 Points

At FL 5-5, work involves isolating and defining unprecedented conditions; resolving critical problems; and/or developing, testing, and implementing new technologies. Work affects the work of other technical experts or the development of major aspects of agency-wide IT programs.

This position performs work that involves planning and coordinating efforts that resolve problems that are critical to the development and delivery of systems and services that are responsive to the widely-varying mission 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. This scope and its effect fully meet the criteria for FL 5-5.

Factors 6 and 7. Personal Contacts and Purpose of Contacts—Factor Level 3C — 180 Points

At FL 6-3, contacts occur with individuals or groups from outside the agency, including consultants, contractors, vendors, or representatives of professional associations, the media, or public interest groups, in moderately unstructured settings. This level may also include contacts with agency officials who are several managerial levels removed from the employee when such contacts occur on an ad hoc basis. Must recognize or learn the role and authority of each party during the course of the meeting.

Personal contacts for this position are 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. This fully meets the criteria for FL 6-3.

At FL 7-C, the purpose of the contacts is to influence and persuade employees and managers to accept and implement findings and recommendations. May encounter resistance as a result of issues, such as organizational conflict, competing objectives, or resource problems. Must be skillful in approaching contacts to obtain the desired effect; e.g., gaining compliance with established policies and regulations by persuasion or negotiation.

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 influence or define agency policy, establish precedent, and affect large expenditures of resources. 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. This fully meets criteria for level 7-C.

The criteria for level 7-C, which represents the threshold for the factor level, are exceeded but criteria for level 7-D are not fully met. Employees at level 7-D present, justify, defend, negotiate, or settle matters involving significant or controversial issues; e.g., recommendations changing the nature and scope of programs or dealing with substantial expenditures. The incumbent does not have responsibility for defending, negotiating, or settling significant or controversial matters likely to change the scope or nature of programs. The incumbent's work also does not usually involve active participation in conferences, meetings, hearings, or presentations involving problems or issues of considerable consequence or importance. Level 7-D is not creditable.

The combined factors are credited at level 3C.

Factor 8. Physical Demands—Factor Level 8-1 — 5 Points

At FL 8-1, the work is sedentary. Some work may require walking and standing in conjunction with travel and to attendance at meetings and conferences away from the work site. Some employees may carry light items, such as papers, books, or small parts, or drive a motor vehicle. The work does not require any special physical effort.

The position fully meets criteria for level 8-1 since the work is sedentary with no special physical demands.

Factor 9. Work Environment—Factor Level 9-1 — 5 Points

At FL 9-1, the work area is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions. Some employees may occasionally be exposed to uncomfortable conditions in such places as research and production facilities.

The criteria for level 9-1 are fully met for this position. Work is performed in a typical office setting.

Total Points: 3690

Conclusion: The total points fall within the range of 3605–4050 established for the GS-14 grade level; therefore, this position is classified as GS-2210-14.

Fair Labor Standards Act (FLSA): This position is Exempt under FLSA because it meets Computer Employee exemption criteria found in 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.

Bargaining Unit Status: This position is / is not included in the Bargaining Unit represented by the

[Bargaining Unit status will be determined individually for each position using this standard description at the time that position is established.]

Prepared by:
Margaret M. Foskey
Senior Classification Specialist [CONTR]
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