

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

S000087

6. OPM Certification No.

2. Reason for Submission
 Redescription New

3. Service
 Hdqtrs. Field

4. Employing Office Location

5. Duty Station

Reestablishment Other
 Explanation (Show any positions replaced)

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Employment and
 Financial Disclosure Financial Interests

9. Subject to IA Action
 Yes No

Standard Position Description

10. Position Status
 Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position is
 Supervisory
 Managerial
 Neither

12. Sensitivity
 1-Non-Sensitive
 2-Non-critical Sensitive
 3-Critical
 4. Special Sensitive
 5. Moderate Risk
 6. High Risk

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management	Full Performance Level GS-___					
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Information Technology Specialist	GS	2210	5		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position

17. Name of Employee (if vacant, specify)

18. Department, Agency or Establishment
 Department of the Interior

c. Third Subdivision

a. First Subdivision
 U.S Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision
 Region ___

e. Fifth Subdivision

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Administrative Work in the Information Technology Group, GS-2200

Typed Name and Title of Official Taking Action

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

(When Checked) The incumbent is placed in this position at a lower grade than the full performance level under close supervision while receiving training. Supervisory approval for promotion may be granted when the incumbent is sufficiently trained, has demonstrated the ability to perform at the higher grade level, and has met all requirements for promotion.

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25. Description of Major Duties and Responsibilities (See Attached)

APPROVED FOR SERVICEWIDE USE

Information Technology Specialist GS-2210-5

Introduction:

The incumbent is a trainee Information Technology Specialist. Work assignments are specifically designed to provide the incumbent with experience and training in a variety of well defined tasks, to expose the employee to IT methods and practices, and to provide a foundation for more responsibility.

Major Duties

Performs a variety of basic IT tasks. Typical tasks may include:

- Collecting specific information from reference sources, software utilities, or customers.

- Performing basic troubleshooting of networks, web pages, work stations, or personnel computers under close direction of more senior IT staff.

- Performing routine maintenance of electronic files including tasks such as making tape/disk back up copies of hard disk information, retrieving files from back up tapes/disks, or using file transfer protocol (FTP) software to add or update files on Web servers.

- Performing minor editing of HTML documents.

- Staffing an IT help desk to record information on customer problems, offer basic solutions, and forward problems to the appropriate IT staff member.

- Perform basic installations or upgrades of common hardware or applications software.

- Provide basic computer security briefing to new employees. Issue, reset, and deactivate passwords and customer accounts.

Factors

1. Knowledge Required by the Position Factor Level 1-5 750 points

- Knowledge of basic IT principles and practices sufficient to perform highly structured, entry-level work designed to develop broader and more in-depth knowledge and skill needed to perform higher-level assignments.

- Basic oral and written communication skills to communicate factual and procedural information clearly.

- Ability to gather and analyze basic facts and draw conclusions.

- Basic knowledge of information security practices and policies.

2. Supervisory Controls Factor Level 2-2 125 points

The supervisor instructs the employee on the purpose of the assignment and its scope, limitations, expected deadlines, and priorities. The supervisor also advises the employee on peculiarities of new assignments. The employee works independently, but within the framework established by the supervisor and in conformance with established practices and prescribed procedures. The employee refers problems not covered by the supervisor's instructions or guides to the supervisor for help or a decision. The supervisor reviews completed work closely to verify accuracy and conformance to required procedures and special instructions; reviews findings and conclusions to ensure they are supported by facts; and typically reviews in detail the more difficult work of a type the employee has not

previously done.

3. Guidelines

Factor Level 3-1 25 points

The employee uses specific and detailed guidelines that cover all aspects of the work. The employee works in strict adherence to available guidelines which require little or no judgment. The supervisor or designated employee must authorize any deviations from the guidelines.

4. Complexity

Factor Level 4-2 75 points

The work consists of easily distinguishable tasks involving related steps, processes, methods, and procedures. The employee decides what needs to be done by choosing from various alternatives, recognizing differences among a few easily distinguishable situations. The employee uses judgment regarding the most appropriate approach that is in accordance with established procedures and practices

5. Scope and Effect

Factor Level 5-1 25 points

The primary purpose of the position is to provide the IT Specialist with the training and experience to perform work at a more responsible level. Assignments will include specific, routine duties that include a few separate tasks or procedures and those which familiarize the employee with IT programs and services. Work affects the work of others but has little impact beyond the immediate organizational unit or beyond the delivery of limited services in a timely manner to others.

6. Personal Contacts

Factor Level 6-2

Contacts are primarily within the immediate office and with IT customers.

7. Purpose of Contacts

Factor Level 7-A - 6-2 & 7-A 45 points

The purpose is to obtain and provide information.

8. Physical Demands

Factor Level 8-1 5 points

The work is sedentary, but may involve extended periods working at a keyboard and monitor. Work may also involve carrying or moving computer components and supplies.

9. Work Environment

Factor Level 9-1 5 points

The work area is adequately lighted, heated, and ventilated.

Total Points 1055 Point Range 855 - 1100 = GS-5