

<b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. <b>DOI1020</b>		
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation <i>(Show any positions replaced)</i> <b>New DOI Standard PD</b>				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive	
15. Classified/Graded by		Official Title of Position			Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management									
b. Department, Agency or Establishment		<b>IT Specialist (SYSADMIN)</b>			<b>GS</b>	<b>2210</b>	<b>09</b>	<b>rl</b>	<b>09/10/2019</b>
c. Second Level Review									
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position <i>(if different from official title)</i>					17. Name of Employee <i>(if vacant, specify)</i>				
18. Department, Agency, or Establishment <b>Department of the Interior</b>					c. Third Subdivision				
a. First Subdivision					d. Fourth Subdivision				
b. Second Subdivision					e. Fifth Subdivision				
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee <i>(optional)</i>				
20. <b>Supervisory Certification.</b> <i>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</i>					<i>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.</i>				
a. Typed Name and Title of Immediate Supervisor					b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>				
Signature					Signature				
Date					Date				
21. <b>Classification/Job Grading Certification.</b> <i>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.</i>					22. Position Classification Standards Used in Classifying/Grading Position <b>Administrative Work in the Information Issued: May 2001 Technology Group, 2200 Revised: 8/03, 9/08, 5/11, October 2018.</b>				
Typed Name and Title of Official Taking Action <b>Renee Lockwood, Classification Program Manager</b>					<b>Information for Employees.</b> 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 <b>RENAE LOCKWOOD</b>									
Digitally signed by RENAE LOCKWOOD Date: 2019.09.10 12:17:52 -04'00'					Date <b>09/10/2019</b>				
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>									
b. Supervisor									
c. Classifier									
24. Remarks									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									

**IT Specialist (SYSADMIN)**  
**GS-2210-9**

**INTRODUCTION**

The Department of the Interior (DOI) manages 451 million acres of the nation's public lands (about one-sixth of the land in the U.S.) and more than 2,500 operating sites, all requiring protection of information and Information Technology (IT) assets. This is a standardized position description for positions located in the Office of the Chief Information Officer (OCIO) and the various Bureaus and Bureau Offices (Bureau/Office) of DOI.

The purpose of this position is to perform work involving the performance of routine and recurring assignments supporting information technology (IT) systems administration independently or in support of the work of a more senior specialist. Works under closer than normal supervision and works in a developmental capacity performing assignments and completing training, both of which are aimed at preparing the incumbent for the knowledge and skills necessary to perform the duties outlined.

This is a National Institute of Standards and Technology (NIST) National Initiative for Cybersecurity Education (NICE) National Cybersecurity Workforce Framework (Framework). The incumbent performs Cybersecurity roles and responsibilities outlined in the NICE Framework. The NICE Framework provides Work Role Descriptions associated with Work Roles and Cybersecurity Codes.

**MAJOR DUTIES**

Provides assistance and support for assignments and projects relative to the configuration of IT systems also known as systems administration. Performs routine and recurring assignments independently or supporting higher graded specialists, identifying and resolving recurring and routine issues and problems as they arise. Performs the following major duties associated with this work:

- Supports, and documents IT Systems configuration. Provides assistance with authoring and executing detailed test plans. Aids in the preparation of change requests and configuration management submissions.
- Monitors and troubleshoots IT systems availability.
- Maintains version control of all operating systems and standard supported software as they become available.
- Schedules downtime to minimize user impact.
- Schedules, monitors, and verifies the integrity of system backups and restore data as needed.
- Corrects security vulnerabilities in assigned systems in response to problems identified in vulnerability reports.

- Serves on teams responsible planning and managing large-scale IT deployments.
- Participates in analyses by assembling data and background materials addressing the systems impact of Office, Bureau, OCIO or higher authority IT initiatives.
- Participates in internal meetings, sharing information obtained through research, presenting alternatives and recommendations within well- established practices, and assisting higher graded specialists in preparing for such meetings.
- Provides routine advice and guidance to customers requesting information on established policy or procedures, including those related to information security.

Performs other duties as assigned.

## **FACTORS**

### **Factor 1. Knowledge Required by the Position, Level 1-6, 950 Points**

Knowledge of, and skill in applying, IT systems configuration principles, methods, and practices; technical documentation methods and procedures; performance monitoring principles and methods; and systems security methods and procedures sufficient to perform routine and recurring systems administration assignments; monitor and troubleshoot systems availability; identify and resolve issues and problems in the course of carrying out such assignments; and provide information and assistance to customers.

Knowledge of system interrelationships, software, and/or IT equipment configuration.

Knowledge of software distribution tools and mechanisms and data recovery tools and techniques.

Knowledge of established IT project management principles including life cycle management sufficient to serve on, participate in, and support project teams.

Knowledge of, and skill in applying IT security principles and methods and IT security regulations, policies, and requirements.

Ability to communicate orally and in writing to provide guidance to customers, to prepare and present reports, and to participate on functional teams.

Skill in analytical reasoning sufficient to participate in individual and team research and problem solving assignments.

### **Factor 2. Supervisory Controls, Level 2-3, 275 Points**

The supervisor discusses possible problem areas and defines objectives, plans, priorities and deadlines for the employee's assignments. Most assignments at this IT level have clear precedents requiring successive steps in planning and execution. The incumbent is expected to independently plan and carry out the assignments in conformance with accepted policies and practices, adhere to instructions, policies and guidelines while exercising judgment to resolve commonly encountered work problems and bring controversial information and findings to the supervisor's attention. Controversial or unusual situations are brought to the attention of the supervisor. Supervisor reviews completed work for technical soundness, policy conformance, adherence to deadlines, and effectiveness of approach. The methods used to complete an assignment are not usually reviewed in detail.

**Factor 3. Guidelines, Level 3-3, 275 Points**

The incumbent utilizes a wide variety of reference manuals, regulations, and directives that often have gaps in specificity and are not always directly applicable to individual issues and problems. Precedents are available outlining a preferred approach to general IT problems and issues. The incumbent is therefore required to use judgment in researching, choosing, interpreting, modifying and applying the available guidelines in the course of adapting them to specific problems and issues in the specialty area.

**Factor 4. Complexity, Level 4-3, 150 Points**

Work consists of various duties that involve applying a series of different and unrelated processes and methods. Incumbent decides what needs to be done based on analyses of the subjects and issues related to the assignment, selecting appropriate courses of action from many acceptable alternatives. Incumbent identifies and analyzes important factors and conditions in order to recognize and apply an understanding of interrelationships among different IT functions and activities.

**Factor 5. Scope and Effect, Level 5-3, 150 Points**

Work involves maintaining the functionality and availability of systems. This includes maintaining, optimizing, and troubleshooting IT hardware and software; reviewing IT hardware statistics and recommending configurations to better utilize hardware resources; and implementing and verifying systems backup and restoration. Work affects the availability of systems used by employees throughout the organization to effectively accomplish critical business processes.

**Factors 6/7. Personal Contacts/Purpose of Contacts, Level 2b, 75 Points**

Contacts are typically with employees, managers and IT Specialists within DOI both inside and outside the immediate office, as well as with representatives of private concerns and the general

public in moderately structured settings. Contacts with managers and employees may take place at various levels.

The purpose of the contacts is to plan, coordinate and advise on work efforts and to resolve IT issues or operating problems by influencing or persuading others working toward mutual goals and having cooperative attitudes. The contacts typically involve identifying options for the resolution of problems and issues.

**Factor 8 - Physical Demands (FL 8-1/5 Points)**

The work is primarily sedentary. Some work may involve travel to and 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.

**Factor 9 - Work Environment (FL 9-1/5 Points)**

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 facilities.

**TOTAL POINTS: 1885**

**POINT RANGE: 1855-2100**

**FINAL DETERMINATION: GS-09**