Information Technology Specialist, GS-2210-13

NOTE: THE SENTENCE IN PART I DESCRIBING THE REASON FOR THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED.

I. INTRODUCTION

This position is established to analyze/perform work necessary to plan, design, develop, acquire, document, test, implement, integrate, maintain, or modify systems for solving problems or accomplishing work processes by using computers.

II. MAJOR DUTIES AND RESPONSIBILITIES

-- Analyzes and evaluates work concerned with integrated systems of computer programs and/or computer equipment.

-- Applies available technologies and basic management principles to adapt computer methods to a variety of subject matter situations.

-- Supports subject matter users by developing or designing applications for computers and/or in selecting, or assisting in selecting computer equipment.

-- Oversees/performs equipment installation or relocation, testing and acceptance processes.

-- Responds to and resolves problems with software, hardware and systems management.

-- Integrates several hardware, software, and/or computer related services to provide an integrated information system.

-- May evaluate vendor or employee developed software to assure that it will provide the desired results and operate properly on assigned equipment systems.

III. FACTORS

FACTOR 1 KNOWLEDGE REQUIRED Level 1-8 1550 points

-- Knowledge at a level to serve as an expert in a specialty area, e.g., applications system design, computer equipment analysis, etc., or of general data processing covering a wide range of technology and applications; or comprehensive knowledge of Federal ADP policy.

-- Ability to plan advanced systems projects or resolve critical problems in existing systems which require innovative solutions, etc.

-- Ability to advise top management on new developments and advanced techniques.

-- Ability to plan/organize/direct studies to develop long-range forecasts and recommendations.

-- Ability to coordinate development of ADP standards, guidelines, or policy.

-- Skill to plan, organize, and direct team study work and to negotiate effectively with management to accept and implement recommendations.

-- Skill in applying bureau policies and data processing standards and knowledge of technical data to evaluate alternate approaches to problem solutions.

FACTOR 2 SUPERVISORY CONTROLS Level 2-4 450 points

The employee is responsible for planning and carrying our projects and analyzes of the organization's requirements. This involves interpretation of policies, procedures, and regulations in accord with mission objectives. The employee informs the supervisor of potentially controversial matters. Completed work is reviewed by the supervisor from an overall standpoint for compatibility with other work/effectiveness in meeting requirements.

Factor 3 - Guidelines FL 3-4 450 pts.

Guidelines consist of agency ADP policies, standards, precedents, technical manuals, and literature. The incumbent uses considerable judgment in relating technical developments or requirements to specific activities or projects.

FACTOR 4 COMPLEXITY Level 4-5 325 points

The work consists of various projects/studies which call for significant departures from established practice. Decisions are complicated by the novel or obscure nature of the problems and/or special requirements for organization and coordination. Technical difficulty is exceptional, i.e., developing major items of system software where numerous conditions/options must be considered or developing specifications for a major segment of a new, unprecedented application system.

Factor 5 - Scope and Effect FL 5-4 225 pts.

The work involves investigating and analyzing a variety of unusual problems, questions, or conditions associated with a particular applications or specialty area; formulation of projects or studies such as those to substantially alter major systems; or establishment of criteria in an assigned applications or specialty area. The work affects operation of application systems used in the operating unit.

FACTORS 6&7 PERSONAL CONTACTS AND PURPOSE OF CONTACTS Level 3c 180 points

Contacts are with bureau employees, vendors, computer personnel with other agencies, professional association representatives, etc. The purpose of contacts is to influence others to utilize particular technical methods and procedures or to persuade others to cooperate in meeting objectives when (in either case) there are problems in securing cooperation.

FACTOR 8 PHYSICAL DEMANDS Level 8-1 5 points

No unusual physical exertion is required.

FACTOR 9 WORK ENVIRONMENT Level 9-1 5 points

The work is performed in an office setting. Total Points = 3190

This position is exempt from coverage under the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS

Attachment 1

Job/Task Analysis Form

Position Title: **Information Technology Specialist**

Series, Grade: **GS-2210-13**

Subject Matter Expert: _____

Human Resources Specialist: _____

Competency Category (KSA/Job Criteria)	**Importance**
Basic Qualifications (Knowledge)	2 = Very Important
Functional (Skills/Abilities)	1 = Important
Interpersonal (Abilities)	0 = Not Important

Question Type	
MC – Multiple Choice	MAMC – Multiple Answer Multiple Choice
LA – Long Answer	SA – Short Answer
YN – Yes No	AA – Applicant Assessment

Major Duties - PD	Task Statements (Question Responses)	Competency Category (KSA/Job Criteria)	Question Type	QuickHire Questions and Responses (New or Existing)	Importance Weight (0, 1, 2)	Points for Task
				All existing questions		
Defines requirements and provides oversight for contractor activities to assure contractors are executing the Program plan on time, within budget, and with satisfactory quality.	Interprets and explains IT requirements, plans, objectives, and procedures to others.	1. Skill in IT program management 2. Skill in project management.	Yes/NO	1. Do you have experience in project management and project management oversight?	2	Yes-10pts. No– 0 pts.
				2. Have you completed training in Project Management or Information Technology Project Management?	1	YES-5pts NO-0 pts
			True/ False	3. I have provided accurate, timely advice on procedures, reports, requirements and other matters necessary to study and/or complete projects on schedule, within budget and specifications.	2	True - 10 False - 0
			MC/MA	4. From the list of IT project management issues, select those which you independently performed, and that were accepted as technically authoritative and did not require substantive change.	2	Answers checked: 1-5 3pts. 6 – 0 pts.
			MC/MA	5. Please indicate which of the following contractor oversight functions you have performed.	2	1-6 3pts. 7- 0 pts.
			MC/MA	6. Which of the following program management duties have you performed?	2	1-5 3pts 6 – 0 pts.
Leads the team in identifying, distributing, and balancing workload and tasks.	Interprets and applies laws, regulations, policies, standards, or procedures for specific IT issues.	3. Knowledge of IT policies and regulations	MC/MA	7. I have utilized my knowledge and skill in applying, advanced IT principles, concepts, methods, standards, and practices sufficient to accomplish the following.	2	1-3 3pts. 4 – 0 pts.
			MC/MA	8. Indicate which of the following responses best describe your involvement with IT management activities.	2	1-3 3pts.
			A/A	9. What is your level of experience managing projects?	1	1 – 5 pts 2 - 3 pts. 3 - 1 pt. 4 – 0 pts.

Advises the IT Director and Program and Project management on new developments and advanced techniques in the areas of IT.	Provides advice and communicates pertinent information to others.	4. Ability to communicate effectively in writing	A/A A/A	10. Write clear and effective correspondence, reports and other written materials for internal and external distribution. 11. Do you have experience in monitoring and evaluating new and emerging technologies for adaptation or use?	1 1	0-2-4-6-8 pts 0-2-4-6-8 Pts.

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Vacancy Information

Announcement Number:	**JOA-SWAT-IT**
Vacancy Description:	**Information Technology Specialist**
Open Period:	**10/01/2009 - 10/15/2009**
Series/Grade:	**GS-2210B-13**
Salary:	**$86,927.00 TO $113,007.00**
Promotion Potential:	**GS-13**
Hiring Agency:	**DEPARTMENT OF ENERGY**
Duty Locations:	**1 vacancy in Washington DC Metro Area, DC**
For more information, Contact:	**Tammy Ebron, 202-586-3172 Tammy.Ebron@hq.doe.gov**

Additional Information

Who May Apply:
OPEN TO ALL U.S. CITIZENS.

Relocation will or will not be paid.

Job Summary:
The Department of Energy's (DOE) overarching mission is to advance the national, economic, and energy security of the U.S. through scientific and technological innovation and the environmental cleanup of the national nuclear weapons complex.

To learn more about the DOE, please visit our website at http://www.doe.gov

The DOE Office of XXXXX is seeking a motivated and highly-qualified candidate for an exciting full-time permanent position located in the XXXXX Division/Branch in (City/State). As an Information Technology Specialist you will be responsible for providing federal direction, guidance, and oversight and assessment that include providing IT support for Departmental government initiatives, coordinating IT requirements with various government entities, and specifying work requirements for and overseeing accomplishments of IT contractors.

Key Requirements:

*** U.S. citizenship is required**

* Background and/or Security investigation is required.
* Males born after 12/31/59 must certify registration with Selective Service.
* For information regarding Selective Service visit https://www.sss.gov/

Position Information:
Full -Time
Permanent

Major Duties:
If selected for this position, you will perform a full range of functions that include but are not limited to:

Defining requirements & providing oversight for contractor activities in assigned functional areas to assure contractors are executing the Program plan on time, within budget, and with satisfactory quality.

Providing strategies for the development of multi-year and annual planning guidance, including scope, schedule, and budgets for assigned functional areas.

Ensuring the IT mission, vision and values are communicated and integrated into strategies, goals, objectives, work plans, work products and services.

Providing advice on work methods, practices, and procedures; and assisting staff and/or individuals in identifying the parameters of systems solutions.

Leading the team in identifying, distributing, and balancing workload and tasks among employees in accordance with established workflow, skill level, and/or occupational specialization.

Ensuring that information systems provide data dissemination and coordination with other Program Stakeholders as well as effective communication with State, and local entities.

Advising the IT Director and Program and Project management on new developments and advanced techniques in the areas of IT.

Qualifications and Evaluations:
Progressively responsible experience, directly related to this position, requiring application of knowledge, skills, and abilities of the position. Resume must clearly demonstrate at least one year of experience executing a wide range of IT activities in at least three of the following functional areas: IT policy and planning, software management, records management, data management and/or computer operations.

CONDITIONS OF EMPLOYMENT FOR THIS VACANCY:

A Preliminary background check must be initiated before you can begin work with U.S. Department of Energy. Current Federal employees or other individuals with an existing completed background investigation may not be required to undergo another background check; these will be handled on a case-by-case basis in coordination with the Security Office.

Failure to receive a favorable background investigation will result in termination from employment.

ADDITIONAL QUALIFICATION REQUIREMENTS:
NOTE: Your resume must demonstrate the experience required for this position.

Candidates applications should reflect the following Knowledge, Skills and Abilities which will demonstrate his/her ability to

perform the duties of the position.

1. Skill in project management.
2. Knowledge of IT policies and regulations.
3. Skill in IT program management.
4. Ability to communicate effectively in writing.

How You Will Be Evaluated:
When the announcement closes, your application will be automatically evaluated based on the extent and quality of your experience, education and training as it relates to the duties of this position. Qualified candidates will be assigned a scored between 70 and 100 depending on their possession of the knowledge, skills, and abilities required for the vacancy. In most instances, only the three highest scoring candidates will be referred for further consideration. Your on-line responses must be supported by the information you provide in your on-line resume. Note: if we determine that you have rated yourself higher than what is supportable in your resume, or if your resume is incomplete, you may be rated ineligible, not qualified, or your score may be lowered.

How to Apply:
1. Submit an online resume and respond to the job specific questions. Apply online at USAJobs. If you are unable to apply online, call the Human Resources Specialist listed in the announcement between the hours of 8:00 am to 3:00 pm EST.

2. Submit all required documents by 11 pm Eastern Standard Time (EST) on the closing date of the announcement in order to receive consideration.

Required Documents:
1. SUBMIT YOUR COMPLETE APPLICATION WHICH INCLUDES YOUR RESUME, YOUR RESPONSES TO THE ONLINE ASSESSMENT QUESTIONS, and all required supplemental documents in order to be considered.
2. Veterans: If you are eligible for veteran's preference, you must indicate the type of preference you are claiming. All veterans MUST submit a DD-214, member 4 copy. If claiming 10-point preference you must also submit a SF-15 and any other proof that you are eligible for 10-point preference. If you are currently on active duty, you must submit an official statement of service from your command or other official documentation that proves your military serve was performed under honorable conditions. You can find additional information on veteran's preference at Veterans.
3. If you believe that you are Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) eligible, please visit CTAP/ICTAP for additional information. To be considered well qualified, you must have a score of 85.
4. If you are eligible for any Special Appointing Authority, you must submit the documentation supporting your eligibility. For additional information, visit Disability Program and Veterans .
5. Legible documentation identified above must be faxed to 571-258-4052 by the closing date of this announcement using the required cover sheet. Our system will not recognize substitute cover sheets. Each document must be faxed separately as each sheet includes and identification number. You will receive an email from support@quickhire.com once your documents have been received. Please fax your supplemental documents per these instructions.

What to Expect Next:
You may check your application status any time after the announcement closes. Please update your USAJOBS profile to receive these updates via email after the annnouncement closes. We will continue to update your status on-line.

Benefits:
The Department of Energy has broad range of benefits and worklife

programs that you may be eligible for depending on your type of appointment. For more information on benefits DOE has to offer please visit: http://humancapital.doe.gov/resources_benefits.htm

Additional Information:
This position is or is not included in the bargaining unit.

You must meet all qualifications requirements outlined on this vacancy announcement by the closing date of the announcement.

You may be required to serve a one-year probationary period.

The travel requirement for this position will be determined by management.

The U.S. Department of Energy is an EQUAL OPPORTUNITY EMPLOYER.

This is a PREVIEW ONLY! To apply for the vacancy you will answer the questions online.

Job Specific Questions

All Grades

1. GS-13 You must have one year of specialized experience equivalent to the next lower grade in the federal service which has equipped you with the knowledge, skills, and abilities to perform successfully the duties of the position. Select the choice which best describes your specialized experience

1. I have one (1) full year of specialized experience equivalent in responsibility and scope to the next lower grade level as described in the vacancy announcement under the specialized experience requirements.
2. I do not meet or exceed the 1 year of specialized experience as described in the vacancy announcement.

2. Write clear and effective correspondence, reports and other written materials for internal and external distribution.

1. I do not have education, training or experience in performing this task.
2. I have taken one or more classes in writing correspondence and but I have not yet performed the above tasks on the job.
3. I have written clear and effective correspondence, reports and other written materials for internal distribution under close supervision from a manager or senior employee.
4. I have written clear and effective correspondence, reports and other written materials for internal and external distribution regularly in my job.
5. I have written clear and effective correspondence, reports and other written materials for internal and external distribution. Other individuals in my field consult me for my expertise on this subject matter. I have trained others in my field.

3. Indicate which of the following responses best describe your involvement with IT management activities (check all that apply).

Check all that apply

1. Assess policy needs and develop policies to govern IT activities
2. Provide policy guidance to IT management, staff and customers
3. Develop and implement information technology project plans using a formal, documented project life-cycle methodology.

4. From the list of IT project management issues, select those which you independently performed, and that were accepted as technically authoritative and did not require substantive change. Check all that apply:

Check all that apply

1. Define system requirements
2. Conduct alternative analysis
3. Develop statement of work
4. Develop project proposals
5. Develop project management plans
6. None of the above

5. Do you have experience in project management and project management oversight?

Yes No

6. What is your level of experience managing projects?

1. Within the last 5 years, I functioned as project manager for at least 1 year for highly complex (across department, across agency, across company/involving subcontractors) project with a team size of at least 10 practitioners.
2. Within the last 5 years, I functioned as project manager for at least 6 months for a moderately complex (single department, agency, company) project with a team size of at least 10 practitioners.
3. Within the last 5 years, I functioned as project manager for at least 3 months for a simple (single department, agency, company) project with a team size of at least 10 practitioners.
4. I have not functioned as a project manager in the last 5 years.

7. Have you completed training in Project Management or Information Technology Project Management?

Yes No

8. I have provided accurate, timely advice on procedures, reports, requirements and other matters necessary to study and/or complete projects on schedule, within budget and specifications.

True False

9. Which of the following program management duties have you performed?

Check all that apply

1. Policy development
2. Strategic plan development
3. Program budget development
4. Program performance metrics development
5. Assessment of program performance
6. None of the above

10. Please indicate which of the following contractor oversight functions you have performed?

Check all that apply

1. Budget development & compliance
2. Schedule compliance
3. Adherence to schedules
4. Technical quality
5. Development of performance measures
6. Regulatory compliance
7. None of the above

11. I have utilized my knowledge and skill in applying, advanced IT principles, concepts, methods, standards, and practices sufficient to accomplish the following.

Check all that apply

1. Develop and interpret policies, procedures, and strategies governing the planning and delivery of services throughout the agency.
2. Provide expert technical advice, guidance, and recommendations to management and other technical specialists on critical IT issues.
3. Apply new developments to previously unsolvable problems.
4. I do not have the experience listed above.

12. Do you have experience in monitoring and evaluating new and emerging technologies for adaptation or use?

1. I have not had education, training or experience in performing this task.
2. I have had education or training in performing this task, but have not yet performed it on the job.
3. I have performed this task on the job, with close supervision from supervisor or senior employee.
4. I have performed this task as a regular part of the job, independently and usually without review by supervisor or senior employee.
5. I have supervised performance of this task and/or I have trained others in performance and/or am normally consulted by others as an expert for assistance in performing this task.

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