

**Information Technology Specialist, GS-2210-12
(INET/DATAMGT)**

REASON FOR THIS POSITION					POSITION DESCRIPTION COVER SHEET					
<input type="checkbox"/> 1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER						
RECOMMENDED							5. PAY PLAN	6. SERIES	7. GRADE	
4. TITLE Information Technology Specialist (INET/DATAMGT)							GS	2210	12	
8. WORKING TITLE (Optional)						9. INCUMBENT (Optional)				
OFFICIAL										
10. TITLE Information Technology Specialist (INET/DATAMGT)										
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE			16. I/A	17. CLASSIFIER		
GS	2210		12	MONTH	DAY	YEAR	<input type="checkbox"/> Yes <input type="checkbox"/> No	Kayla D. Ascher		
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)										
1st Natural Resources Conservation Service					5th					
2nd KS State Conservationists Off					6th					
3rd State Conservationists Staff					7th					
4th Salina 760 S Broadway					8th					
SUPERVISOR'S CERTIFICATION										
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationship 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 statute or their implementing regulations.										
19. SUPERVISOR'S SIGNATURE					20. DATE		22. SECOND LEVEL SUPERVISOR'S SIGNATURE			23. DATE
21. SUPERVISOR'S NAME AND TITLE James J. Krueger Assistant State Conservationist for Operations					24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE					
FACTOR EVALUATION SYSTEM										
FACTOR		25. FLD / BMK	26. POINTS		FACTOR		25. FLD / BMK	26. POINTS		
1. Knowledge Required		FLD 1-7	1,250		6. Personal Contacts		FLD 6-3	110		
2. Supervisory Controls		FLD 2-4	450		7. Purpose of Contacts		7B			
3. Guidelines		FLD 3-4	450		8. Physical Demands		FLD 8-1	5		
4. Complexity		FLD 4-5	325		9. Work Environment		FLD 9-1	5		
5. Scope and Effect		FLD 5-4	225		27. TOTAL POINTS ▶				27. 2,820	
28. GRADE ▶								28. GS-12		
CLASSIFICATION CERTIFICATION										
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.										
29. SIGNATURE							30. DATE			
31. NAME AND TITLE Jane Medina, Human Resources Manager										
32. REMARKS This position is determined to be EXEMPT from the provisions of FLSA based on the ADMINISTRATIVE Exemption criteria.							33. OPM CERTIFICATION NUMBER			

MASTER RECORD/INDIVIDUAL POSITION DATA
THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA					
1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (6) 070664	5. GRADE (2) 12	6. IP NO. (8)

B. MASTER RECORD										
1. PAY PLAN (2) GS	2. OCC. SER. (4) 2210	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5) 0034	5. OFF. TITLE (38) ITSPEC (INET/DATAMGT)						
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 8	1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA		5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		8. CLASS. STD. CD. (1) <input checked="" type="checkbox"/> X = New Std. Applied Blank = NA		9. INTERDIS. CD. (1) N = No Y = Interdis	10. DT. CLASS (6) MO DAY YEAR 09/11/06	
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary		3 = Foreign Svc. Blank = NA		12. INACT / ACT (1) I = Inactive A = Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT. INACT / REACT (6) MO DAY YEAR		15. AGCY. USE (10)
16. INTERDIS. SER. (40)										
(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	
17. INTERDIS. TITLE CD. (50)										
(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	

C. INDIVIDUAL POSITION												
1. FLSA CD. (1) E E = Exempt N = Nonexempt		2. FIN. DIS. REQ. (1) 0Y 0 = None 1 = CD 219 2 = CD 220		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C		0 = Excepted but not A, B, C		4. POS. SENS. (1) 1N 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive		5. COMP. LEV. (4) 2210		
6. WK. TITLE CD. (4) Table: 999B		7. WK. TITLE (38)										
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (1) 0 = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different title and / or series E = New Position / New FTE				
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank = N/A Y = Yes		13. DUTY STATION (9) State (2) City (4) County (3) 20		14. BUS. CD. (4) 7777		15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank = N/A 1 = PAS	17. DATE EST. (6) MO DAY YEAR	
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup. / SGEG 4 = Sup. / Program 5 = RGE 6 = Policy Analysis G E G 7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use						19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. BUD (1) Y Y = Perm N = Other		
22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)												
Normal Act 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME / Activity Rev.			Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.			Results 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change 5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other						
23. DT. EMP. ASN. (6) MO DAY YEAR		24. DT. ABOL. (6) MO DAY YEAR		25. INACT / ACT (1) 1 = Inact. 2 = Act.		26. DT. INACT / REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4) 0020		28. INT. ASN. SER. (4)		29. AGCY. USE (8)
30. CLASSIFIER'S SIGNATURE						31. DATE						
32. REMARKS												

INTRODUCTION

The position is located on the State Conservationist's Staff in the Natural Resources Conservation Service (NRCS) State Office (SO) in Salina, Kansas. The position is under the supervision of the assistant state conservationist for operations (ASTC-O). The incumbent provides complex technical services (TS) support in two specialty areas including data management and system administration. Within these two specialty areas, participates in accomplishing technical, analytical, and advisory functions pertinent to the development of local processes and ensuring that work accomplished is in compliance with higher authority policies and guidelines.

DUTIES

Works with TS programs at all levels within the state in order to implement computer programs for state, area, and field office (FO) applications. Analyzes and defines data requirements and specifications, develops, implements, and maintains databases.

Works with other government agencies to provide technical information for implementation of computer software for both NRCS and other agencies.

Provides guidance and assists with the implementation for the use of automated programs such as Customer Service Toolkit (CST), ProTracts, Service Center Information Management System (SCIMS), and Electronic Authentication (eAUTH).

Prepares supplements to the national manuals, topical handbooks, and/or other permanent directives to document TS policy and creates task guides and procedures encompassing areas of responsibilities.

Assures computer systems security according to NRCS and supervisors policy and that security is reasonably balanced with users needs. Recommends or implements appropriate changes, improvements, or enhancements.

Provides technical and direct assistance to the area specialists and FOs as needed to analyze software problems by performing troubleshooting and maintenance assistance.

Assists the local system administrators in all offices within the state with system administration duties which are not under the responsibility of Information Technology Services (ITS). Works with other ITS staff and regional help desk personnel on complex technical problems that cannot be resolved in-state.

Performs work in coordination with ITS and other staff members to ensure consistency and compliance with agency guidelines in the installation, support, and implementation of software programs and related functions.

Conducts analyses to determine state and FO equipment and software needs.

Provides training on computer operations, terminology, and software to users throughout the state. Also provides training, as needed, to various personnel on applications that are appropriate to their work and assists in ongoing operation of FO work and customer service.

Provides technical guidance for the development and maintenance of the Kansas Web site. Updates content on the Kansas Web site in a timely manner.

Performs other duties as assigned.

Works within a team concept to develop and implement ways to improve the efficiency, effectiveness, and quality of the products and/or services provided to internal and external customers.

Performs duties in a manner supportive of a safe and healthy work environment, and exercises safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

Performs duties in a manner which actively supports civil rights policies regarding personnel rules and regulations and delivery of NRCS programs and services without regard to race, color, national origin, religion, sex, age, marital status, or mental or physical handicap.

CONDITION OF EMPLOYMENT

Operates a motor vehicle incident to the above duties. Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated.

EVALUATION FACTORS

1. Knowledge Required by the Position, FLD 1-7, 1250 points

Knowledge of the methods, practices, and techniques of automated systems analysis/test analysis and programming procedures in order to provide technical leadership and guidance for all phases of computer systems, configuration, maintenance, and security.

Knowledge of NRCS automated data and information processing techniques, including software, hardware, operating systems, and telecommunications in order to support NRCS programs and objectives and provide technical support for implementation of computer hardware and software for NRCS and other government agencies.

Knowledge of database management systems, query languages, table relationships, and views to design, develop, and maintain data management systems that meet current and future business requirements.

Knowledge of complex large-scale NRCS computer software and the capabilities and limitation of current state of the art computer equipment and software in order to evaluate automation efforts for consistency with accepted professional practices; and conduct, review, and evaluate studies and plans for application testing and development. Knowledge of data sources, data flow sequences, and system interactions with NRCS.

Knowledge of Federal Information Processing Standards (FIPS), NRCS Information Technology (IT) policy, and of computer systems in order to recommend needed design modifications and refinements within policy constraints.

Knowledge of Internet technologies, scripting languages, and file formats to optimize existing Web sites, provide guidance in design and development of new Web pages, and ensure Internet services comply with Americans with Disabilities Act and other related requirements.

Knowledge of training methods, techniques, and the ability to train technical and non-technical personnel in the use of automated systems.

Ability to communicate effectively, both orally and in writing in order to exchange information, advise co-workers and management, and work with interested parties.

Ability to work effectively with federal, state, and local agencies and other organizations in order to coordinate, collect, and analyze data and to draw conclusions and devise solutions to problems.

Ability to plan, organize, and coordinate work activities in order to recommend and promote modifications to improve effectiveness of software applications.

2. Supervisory Controls, FLD 2-4, 450 points

The position is under the general supervision of the ASTC-O who sets the overall objectives and deadlines to be met. The employee uses a high degree of professional judgment in planning assignments, determining work methods, and developing alternative approaches. He/she periodically reports project status. Completed work is reviewed for effectiveness, projected time frames, and conformance to agency standards.

3. Guidelines, FLD 3-4, 450 points

Guidelines include departmental and NRCS policies, memorandums, technical handbooks, and manuals. These guidelines are often general in nature. Performance of the work requires deviating from traditional methods to develop new and innovative methods or formulate procedures.

4. Complexity, FLD 4-5, 325 points

The incumbent performs a variety of tasks requiring substantial analysis of problems. Assignments are characterized by the large number of programs developed and the need to make systems user friendly. Significant departure is required from established practices to develop programs for statewide use and to update existing programs. Studies and in-depth analysis are required to develop program software for multi-user systems. Numerous conditions, options, and machine capabilities must be considered in the development of specifications and programs in an area where little previous program development has been achieved.

The programs directly affect a large number of employees and operations in the NRCS in Kansas. Assignments carried out will have statewide impact. Skill, ingenuity, and Information originality are required to structure work in order to convert manual or other work processes to computer. Communications skills are required to explain and gain acceptance of the computer system designs by employees throughout the state.

5. Scope and Effect, FLD 5-4, 225 points

The work involves analyzing a variety of problems, questions, and applications that affect the development, acceptance, and utilization of a wide range of automated systems throughout the state. Work accomplishments directly affect a large number of employees and operations throughout the state. Software covers all aspects of work in a variety of disciplines. In addition, the employee may be required to perform or direct the performance of programming tasks which result in the software used statewide. The work may also require working on regional and/or national committees or projects that affect computer operations agency-wide.

6. Personal Contacts

7. Purpose of Contacts, FLD 6-3 and 7-b, 110 points

Personal contacts are with employees throughout NRCS. Contacts are generally program people from various levels within the agency, such as headquarters, region, area, and FOs. In addition, many contacts are with individuals and groups from outside NRCS. Typical of these contacts are representatives of cooperating agencies and state agencies.

The purpose of these contacts is to coordinate work efforts, resolve problems, or to provide advice to managers on non-controversial organization or program-related issues and concerns.

8. Physical Demands, FLD 8-1, 5 points

The work is mostly sedentary. There may be some walking, standing, bending, and carrying of light items such as books and computer equipment. No special physical demands are required to perform the work.

9. Word Environment, FLD 9-1, 5 points

The work is performed in a typical office setting and includes everyday risks and discomforts typical of offices and meeting rooms.

This position is determined to be exempt from the provisions of FLSA.