

POSITION DESCRIPTION (Please Read Instructions on the back)

1. Agency Position No
S0206

2. Reason for Submission
NEW

3. Service

4. Employing Office Location

5. Duty Station

6. OPM Certification No

Explanation

7. Fair Labor Standards Act
Non-Exempt

8. Financial Statements Required

9. Subject to IA Action
Yes

10. Position Status
Competitive

11. Position is
NON-SUPERVISORY

12. Sensitivity

13. Competitive Level Code

14. Agency Use

15. Drug Test Required
NO

16. ADP Status

17. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Information Technology Specialist	GS	2210	5	L . P	01/01/2002
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

18. Organizational Title of Position (if different from official title)

19. Name of Employee (if vacant, specify)

20. Department, Agency or Establishment
U.S. DEPT. OF THE INTERIOR

c. Third Subdivision

a. First Subdivision
U.S. GEOLOGICAL SURVEY

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

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

Signature of Employee (optional)

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. Name and Title of Supervisor
Mark Sogge, Acting Deputy Director, USGS

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

Signature Date
/s/ Mark Sogge 07/30/2015

Signature Date

23. 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.

24. Position Classification Standards Used in Classifying/Grading Position
GS-2200, JFS for Admin Work in the Info Tech Grp

Typed Name and Title of Official Taking Action
Lorilee Penn Human Resources Specialist

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
Lorilee Penn /s/ 01/01/2002

25. Position Review	Initials	Date								
a. Employee (Optional)										
b. Supervisor										
c. Classifier										

26. Remarks

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

PD Tracking Number 0000008

Major Duties

This trainee position is to perform a variety of developmental assignments. Activities may include, but are not limited to the following:

Assists in the installation of new and revised commercial off-the-shelf software packages. Assists with the configuration of microcomputers to interface with existing LAN and mainframe computers. Provides assistance to staff in using various computer equipment and software. Modifies software scripts.

Performs routine updates of various microcomputer and mainframe applications. Serves as backup support for the database and server administrator.

Factor Statements

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION (Level 1-5, 750 points)

A basic knowledge of data processing functions, systems analysis and design, relational database concepts.

A basic knowledge of subject matter processes, hardware and software functions, network and operating system specifications and/or programming languages to understand interrelationships and impact on work assignments. A basic knowledge of a programming language.

A basic knowledge and skill in the use of off-the-shelf software.

Skill in written and oral communications.

FACTOR 2 - SUPERVISORY CONTROLS (Level 2-1, 25 points)

The supervisor provides specific direction when making assignments and gives detailed instructions about what is to be done and the methods to be used. The incumbent consults with the supervisor on all matters that are not covered by specific guidelines and instructions. Work is reviewed in progress and upon completion for accuracy and adherence to instructions.

FACTOR 3 - GUIDELINES (Level 3-1, 25 points)

Guidelines consist of texts, manuals, published standard procedures and detailed instructions covering most situations encountered. The incumbent works in strict adherence to the guidelines and instructions. All deviations are referred to the supervisor.

FACTOR 4 - COMPLEXITY (Level 4-2, 75 points)

Assignments consist of a variety of developmental tasks that involve several related steps. Factors considered in identifying what needs to be done and in performing assignments are straightforward and factual.

FACTOR 5 - SCOPE AND EFFECT (Level 5-1, 25 points)

Work involves the performance of various trainee assignments. The work facilitates the work of others in the immediate organization.

FACTOR 6 - PERSONAL CONTACTS (Level 6-1, 10 points)

Contacts are with co-workers within the immediate organization.

FACTOR 7 - PURPOSE OF CONTACTS (Level 7-1, 20 points)

Contacts are to obtain facts and to exchange factual information.

FACTOR 8 - PHYSICAL DEMANDS (Level 8-1, 5 points)

The work is usually sedentary. Kneeling, lifting, reach, and crawling may also be required to set up workstations file servers and other hardware.

FACTOR 9 - WORK ENVIRONMENT (Level 9-1, 5 points)

Work is typically performed in an office environment.

Select the appropriate statement:

____ The U.S. Geological Survey has determined that the duties of this position are suitable for telework only during an emergency or natural disaster.

____ The U.S. Geological Survey has determined that the duties of this position are suitable for telework and the selectee may be allowed to telework with supervisor approval.

____ The U.S. Geological Survey has determined that telework is required for this position and is a condition of employment. The selectee is expected to telework ____ day s a week and must be eligible to telework under the 2010 Telework Act

TOTAL POINTS - 940

GRADE CONVERSION - GS-05

JFS for Administrative Work in the Information Technology Group, GS-2200 (6/01)
(Source Document Std PD S0206)