

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Position No. **R397095**

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other		4. Employing Office Location <b>Twin Cities, MN</b>		5. Duty Station <b>Twin Cities, Minnesota</b>		6. OPM Certification No.	
Explanation (Show any position replaced)				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <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 checked="" type="checkbox"/> 1-Non Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive		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						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	<i>Computer Specialist</i>	<i>GS</i>	<i>0334</i>	<i>12</i>	<i>ues</i>	<i>9-1-97</i>
e. Recommended by Supervisor or Initiating Office	<b>Computer Specialist</b>	<b>GS</b>	<b>0334</b>	<b>12</b>		

16. Organizational Title of Position (if different from official title) \_\_\_\_\_ 17. Name of Employee (if vacant, specify) \_\_\_\_\_

18. Department, Agency, or Establishment <b>Department of the Interior, U.S. Fish &amp; Wildlife Service</b>	c. Third Subdivision
a. First Subdivision <b>Region3 - Computer Support Group</b>	d. Fourth Subdivision
b. Second Subdivision <b>Twin Cities, Minnesota</b>	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>Barbara A. Milne Acting Deputy Regional Director</b>	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature: <i>Barbara A. Milne</i> Date: <i>9-3-97</i>	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 <b>Standard PD R397095 Computer Specialist Series, GS-334 TS-106, dated 7/91</b>
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.
Typed Name and Title of Official Taking Action <i>Anne C. Shea, Personnel Mgmt. Spec.</i>
Signature: <i>Anne C. Shea</i> Date: <i>9-11-97</i>

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

24. Remarks  
**Full Performance GS-12**

EMPLOYEE'S COPY \_\_\_\_\_  
SUPERVISOR'S COPY \_\_\_\_\_  
OPM'S COPY \_\_\_\_\_

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

## INTRODUCTION

The incumbent serves as a Computer Specialist, Computer Support Group, Region 3, U.S. Fish and Wildlife Service, Fort Snelling, Minnesota. The incumbent is responsible for ADP support for an assigned area in the Regional Office and/or field offices. Duties include but are not limited to the following:

A. Major Duties

Serves as a participating member of the Regional Computer Support Group. Brings computer expertise to this group to advise of effective use of computer technology on assigned areas.

Analyzes, designs, and implements both administrative and scientific systems for solving problems and accomplishing work processes through the use of digital computers. Completes assignments in system analysis, equipment analysis, design, and programming for an assigned area in the Regional Office and/or field offices.

Provides ADP technical guidance to and works with users in the formulation of systems requirements, including hardware and software specifications. Advises on alternate methods of approach and suggests additional and/or deletions of work processes to be automated. Examines the possibility of providing the computer function as an adjunct to another existing system. Investigates the need to include additional factors which affect cost effectiveness of the proposed system.

Performs system analysis on design functions based on narrative requests which describe, in general terms, the product required; chooses, adapts, or designs appropriate software on basis of functions to be performed; chooses the equipment on which the application will run; defines, analyzes, and organizes work processes and problems to facilitate subsequent automated processing; develops the necessary formats for product development, and tests for accuracy of the system; modifies or adds to the system in order to accomplish the specific requirements of individual projects. Prepares system documentation, and assists in the installation of new hardware and software.

Upon receipt of project proposals for ADP related to automated systems, analyzes impact on area of responsibility. Identifies omissions and errors in requirements. Recommends standards for area of assigned responsibility. Plans and coordinates duties to determine feasibility and practicability of requested automation. This involves gathering data from system programmers and equipment analysts; field trips for observation of work process; consultation with other subsystem application teams and counterparts in other Regions; and arrangement for simulation studies. Synthesizes information collected and recommends alternative courses of actions where warranted.

Provides technical assistance in support of computer network. Requires specific knowledge and training to accomplish system analysis and programming techniques. Establishes standards for the Regional and Field computer networks.

Administrator of assigned Local Area Network (LAN), Servicewide Area Network (SWAN), cc:mail post office, Intranet or Internet system. Responsible for security management, performance management, fault management, and operations management. Designs and supports user interface to common resources and data bases. Organizes, designs, and implements actions in a logical and consistent manner. Responsible for maintaining system and data integrity, adding users, ensuring license requirements are met, and develops and implements strategies to enhance administration of the system. Documents any new additions or changes to the network, and keeps other CSG personnel aware of changes. Works with other CSG/LAN administrators to accomplish these tasks.

Provides technical support for computer users, and serves as the customer representative to an assigned program or geographical area within the Region. Responsible for keeping the users and managers informed of changes, software and hardware requirements, enhancements to their ADP program, troubleshooting, and solving user problems.

Serves as coordinator for general ADP needs. Responsible for overall development and implementation of ADP security, property, training, project review, and program applications.

Assists in the formulation and development of computer systems that are part of the national computer systems such as IDEAS, FPPS, FFS, LEMIS, etc.

## B. Factors

### 1. Knowledge Required by the Position

Thorough knowledge of a wide range of electronic data processing analysis, programming, networking, and telecommunications theory and techniques; knowledge of a variety of system software and electronic equipment characteristics; knowledge of state-of-the-art software and equipment technology to recognize developments potentially applicable to proposed applications.

Knowledge of objectives, overall design and operation principles of related Service computer systems so as to recognize probable interactions with assigned programs' functions; understanding of the capabilities and limitations of the activity's computer equipment configurations, system software, utility programs, and programming aids available in order to carry out application programming projects, and coordinate efforts with others affected in the organizations.

Professional skill in planning and conducting studies to provide advice on the merits of proposed projects before decisions to automate; skill in gathering data relevant to projects, predict impact on existing and proposed applications, and generate some recommendations concerning design nature of proposals.

Knowledge of a wide range of applications, programming, and analysis processes in order to anticipate programming difficulties in alternative design strategies, and to accommodate the wide variety of problems presented by users.

Skill in adapting proven approaches in the formulation of programming specifications where new systems or major revisions of existing systems are required.

Knowledge of scientific/technical systems as well as administrative support systems is necessary; scientific technical programming requiring the ability to interact with specialists within the biological sciences and administrative fields.

Thorough knowledge of DOS operating system, Novell operating system, Microsoft Windows, and a variety of user applications, including WordPerfect, Lotus, FileMaker Pro, menuing programs, etc.

## 2. Supervisory Controls

The incumbent is supervised by the Deputy Regional Director (DRD). Long term ADP priorities are established by the Regional Management Team. The incumbent performs work independently according to annual work plans, policies, training, experience, and practice. Has the responsibility for suggesting, rationalizing, organizing, planning, executing, interpreting, and reporting the methodology or application most appropriate. Work is reviewed in terms of problem resolution, effectiveness, timeliness, and efficiency.

Recommendations for new projects, technical involvement, and project modifications are considered as technically authoritative and are evaluated on the basis of available resources and other priorities.

## 3. Guidelines

Guidelines are minimal and sometimes lacking. A significant amount of experience is required to assess, select, and make use of formulas and techniques already developed. The incumbent develops guidance for users after evaluating user needs and researching current methods and techniques. Must have the ability to analyze situation and establish standards for a wide variety of user groups, and independently decide directions for ADP priorities.

Incumbent must anticipate future needs and problems, and have the ability to propose and implement plans to address future needs and problems, even in the absence of suitable guidelines.

4. Complexity

The incumbent is concerned with the full range of activities involved in automation projects ranging from identifying preliminary areas for computer application, through developing the overall approach or implementation and post-installation evaluation. Work performed by the incumbent involves a broad range of functions and processes in the electronic data processing field including computer application definition, systems analysis and design, program development, quality and security control, system implementation, maintenance, and end-user support. ADP projects are developed for a broad range of administrative, scientific, and operations systems to run in various stand alone and complex, multiple user environments. These systems require qualitative and quantitative analysis using a variety of techniques to determine the nature and scope of the systems being operated on, and to discern inter-relationships. The automated systems are designed to compile, store, process, and report on various biological, research, and administrative statistics and data reported or gathered from numerous sources. Data is in a variety of specialized formats and statistical presentations. Systems are often unique as users have widely varying requirements of new or revised information management systems.

5. Scope and Effect

The work involves the analysis of a variety of administrative and scientific systems and their inter-relationships with other systems. The computer systems analysis, design, programming, and operation will directly affect the efficiency and effectiveness of major operational and administrative activities in the Region.

6. Personal Contacts

Personal contacts are primarily with Regional user representatives, technical specialists, administrators, and their staff. Contacts are made with computer representatives of other Regions, the Washington Office, and other Federal, State, and local organizations, as necessary, contacts are made with computer systems manufacturers and vendors.

7. Purpose of Contacts

The purpose of contacts with user representatives, administrators, and their staff in the Region is primarily to plan and coordinate automation projects, design hardware and software systems, solicit and exchange technical information, and analyze and format data. Contacts often involve personnel inexperienced in the subject area.

8. Physical Demands

The work requires stooping, reaching, stretching, and lifting of light to moderately heavy items such as computer monitors, processors, printers, peripherals, and other equipment. The work requires a high degree of manual dexterity and extended periods of concentration.

9. Work Environment

The work involves prolonged exposure to moderate noise levels produced by electronic equipment. The work is performed in an environmentally controlled office setting. The work area is adequately lighted, heated, and ventilated. Occasional travel to field stations to provide ADP support is required.