



## **IT SPECIALIST (2210 Series)**

### **(General Position Description)**

#### **Responsibilities**

- Analyzes logical and physical data stores to identify the nature and scope of efforts required to achieve data strategy objectives.
- Recommends enterprise architecture enhancements to ensure systems are current with evolving technology.
- Identifies technological changes required to accommodate future demand.
- Analyzes detected cyber risks to develop security solutions.
- Assists the Information Systems Security Manager (ISSM) by developing policies and procedures to ensure information systems reliability and accessibility and to prevent and defend against unauthorized access to systems, networks, and data.
- Conducts risk and vulnerability assessments of planned and installed information systems to identify vulnerabilities, risks, and protection needs.
- Maintains a repository for all cybersecurity-related documentation, i.e. Cybersecurity Workforce (CSWF) management and tracking, Certification and Accreditation (C and A), and Computer Network Defense (CND).

#### **Qualifications**

For all grade levels, your resume must reflect one year of information technology related experience in the federal service or private or public sector demonstrating the following four competencies: Attention to Detail, Customer Service, Oral Communication and Problem Solving. Specific definitions of each competency for each grade level is listed in the Assessment Questionnaire. In addition, applicants must meet the following minimum qualifications:

1. Administering the day-to-day data storage operation and maintenance in a complex environment,
2. Providing secure information systems that are effective, interoperable, scalable, reliable, integrated, and affordable,
3. Developing security procedures to guard against unauthorized intrusion into databases,
4. Troubleshooting accessibility and availability problems,
5. Evaluating current and future enterprise database requirements,
6. Making oral presentations to senior level managers.

**GS-09 (or equivalent pay band):** Your resume must demonstrate that you have at least one year of specialized experience equivalent to the GS-07 grade level or pay band in the Federal service or equivalent experience in the private or public sector utilizing cyber tools and devices to detect unauthorized activities on the network and applying common defensive cyber methods and techniques (e.g. host interrogation and logs collection, hard drive imaging, data analysis).

**GS-11 (or equivalent pay band):** Your resume must demonstrate that you have at least one year of specialized experience equivalent to the GS-09 grade level or pay band in the Federal service or equivalent experience in the private or public sector coordinating and administering a cybersecurity program for an organization to ensure the security and integrity of data networks.

**GS-12 (or equivalent pay band):** Your resume must demonstrate that you have at least one year of specialized experience equivalent to the GS-11 grade level or pay band in the Federal service or equivalent



experience in the private or public sector installing, configuring, and operating tools for identification of software vulnerabilities that supports the development, integration, test and evaluation of networking systems.

**GS-13 (or equivalent pay band):** Your resume must demonstrate that you have at least one year of specialized experience equivalent to the GS-12 grade level or pay band in the Federal service or equivalent experience in the private or public sector planning, integrating, synchronizing, and directing defensive cyberspace operations (e.g. data aggregation and analysis, live and dead box digital forensic analysis, critical systems dependency mapping) to enable freedom of action across warfighting domains.

Additional qualification information can be found from the following Office of Personnel Management website: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/2200/information-technology-it-management-series-2210-alternative-a/>

**Clearance:** Secret

### **Conditions of Employment**

- Must be a US Citizen.
- Must be determined suitable for federal employment.
- You will be required to obtain and maintain an interim and/or final security clearance prior to entrance on duty. Failure to obtain and maintain the required level of clearance may result in the withdrawal of a job offer or removal.