2210 – Information Technology Specialist (Data Management)

Major Duties for This Position May Include:

- Incumbent supports all aspects of Database Management Systems (DBMS). Serves as a technical authority on the coordination, planning, and development activities necessary to design, implement, and support the DBMS environment in the cloud and on premises.
- Serve as an ad hoc project leader or participant for planning, coordinating, and conducting the database systems subject matter analysis.
- Responsible for research and analysis on new windows server DBMS or related software and cloud-based DBMS technologies.
- Determines the level of database documentation required for programs and systems in accordance with established documentation standards.

Related Competencies

- Data and Database Management
- Data Systems Design
- IT Platform Knowledge
- Information Security
- Problem Solving

Minimum Qualifications

GS-5 through GS-15 (or Equivalent)

For all positions individuals must have IT-related experience demonstrating each of the four competencies listed below. The employing agency is responsible for identifying the specific level of proficiency required for each competency at each grade level based on the requirements of the position being filled.

1. **Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.
2. **Customer Service** - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.
3. **Oral Communication** - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information

(for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
4. **Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

and

Specialized Experience for GS-7 (or equivalent) and Above

Positions at GS-7 (or equivalent) and above require one year of specialized experience at the next lower GS-grade (or equivalent). Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills, and abilities to successfully perform the duties of the position and is typically in or related to the work of the position to be filled. Such experience is typically gained in the IT field or through the performance of work where the primary concern is IT. The employing agency is responsible for defining the specialized experience based on the requirements of the position being filled.

GS-07 Specialized Experience Requirements

You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-05 grade level in the Federal Service. Specialized experience for this position includes:

- Performing file and data maintenance through evaluation of file storage needs
- Analyzes data base systems to evaluate quality, identify errors and trends

Or Education
One full year of graduate level education.

Or Superior Academic Achievement
Based on a bachelor's degree that is demonstrated through class standing (upper 1/3 of class); grade point average (3.0/4.0 overall or 3.5/4.0 in major), or election to membership in a qualifying national scholastic honor society.

Or Combination

You may qualify on a combination of education and experience, the total percentage of experience at the required grade level compared to the specialized experience requirement, as well as the percentage of completed education compared to the educational requirement must equal at least 100 percent.

GS-09 Specialized Experience Requirements

You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-07 grade level in the Federal Service. Specialized experience for this position includes:

- Performing short-term studies to determine data storage needs for hardware acquisition
- Analyzes data, evaluates quality, identifies errors and trends
- Develops plans for error correction and reversal of negative trends in data quality

Or Education

Master's or equivalent graduate degree **or** two (2) full years of progressively higher-level graduate education leading to such a degree. **TRANSCRIPTS REQUIRED**.

Or Combination

You may qualify on a combination of education and experience. The total percentage of experience at the required grade level compared to the requirement, must equal at least 100 percent. Only graduate level education more than the first 18 semester hours (27 quarter hours) may be combined to be considered for qualifying education. **TRANSCRIPTS REQUIRED**.

GS-11 Specialized Experience Requirements

You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-09 grade level in the Federal Service. Specialized experience for this position includes:

- Experience applying, database/data source characteristics and a range of database management standards to resolve data management problems
- Experience working with both structured, semi-structured, and unstructured data to include data parsing, transformation, schema definition, and query/analysis
- Experience using analytical visualization tools

Or Education

Ph.D. or equivalent doctoral degree **or** three (3) full years of progressively higher-level graduate education leading to such a degree. **TRANSCRIPTS REQUIRED**.

Or Combination

You may qualify on a combination of education and experience. The total percentage of experience at the required grade level compared to the requirement, must equal at least 100 percent. Only graduate level education more than the first 36 semester hours (54 quarter hours) may be combined to be considered for qualifying education. **TRANSCRIPTS REQUIRED**.

GS-12 Specialized Experience Requirements

You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-11 grade level in the Federal Service. Specialized experience for this position includes:

- Designing, developing, and maintaining Information Technology (IT) databases such as Statistical Analytical System (SAS) and Structured Query Language (SQL).

Note: There is no substitution of education for specialized experience at the GS-12 level.

GS-13 Specialized Experience Requirements

You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-12 grade level in the Federal Service. Specialized experience for this position includes:

- Developing and implementing advanced systems or program specifications for a data management program
- Analyzing database systems to incorporate advances in data processing techniques and technology

Note: There is no substitution of education for specialized experience at the GS-13 level.

GS-14 Specialized Experience Requirements

You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-13 grade level in the Federal Service. Specialized experience for this position includes:

- Advising on advanced data techniques
- Conducting data analytic research
- Performs analysis of massive quantities of data to identify trends
- Conducts comprehensive studies on data management and data protection

Note: There is no substitution of education for specialized experience at the GS-14 level.

GS-15 Specialized Experience Requirements

You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-14 grade level in the Federal Service. Specialized experience for this position includes:

- Providing technical leadership and specialized expertise in computer science, computer system architecture, information systems, and/or data management.

Note: There is no substitution of education for specialized experience at the GS-15 level.

Experience refers to paid and unpaid experience. Examples of qualifying unpaid experience may include volunteer work done through National Service programs (such as Peace Corps and AmeriCorps), as well as work for other community-based philanthropic and social organizations. Volunteer work helps build critical competencies, knowledge, and skills; and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.