2210 – Information Technology Specialist (INFOSEC)

Major Duties for This Position May Include:

- Develops procedures, awareness programs, and supporting templates to aid stakeholders in developing their HHS certification and accreditation.
- Develops and executes strategies for developing system development quality assurance (QA) program management office.
- Prepares internal and external reports that may include providing audit liaison support to IT operations, such as the Federal Information Security Act (FISMA), Chief Financial Officer, and others as directed
- Analyzes short, medium, and long-range projects for solutions of complex operational or policy issues in areas such as information security, information security reporting, systems development life cycle, quality assurance, and others as directed.

Related Competencies

- Information Security Policies and Principles
- Information Security Risk Management Practices
- Decision Making
- Problem Solving
- Technical Credibility

Minimum Qualifications

For all positions **GS-5 through GS-15 (or equivalent)** 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, considering 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.

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

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 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-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:

- Participating in the development of systems security contingency plans and disaster recovery procedures
- Providing guidance in implementing IT security policies and procedures in the development, maintenance, and/or operations of networked systems

Or Education

Master's or equivalent graduate degree **or** two (2) full years of progressively higher-level graduate education leading to such a degree **or** LL.B. or J.D, if related. **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:

- Maintaining automated data processing operating through performance of IT security and information assurance activities.

Or Education

Ph.D. or equivalent doctoral degree **or** three (3) full years of progressively higher-level graduate education leading to such a degree **or** LL.M., if related. 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:

- Maintaining automated data processing operating through performance of IT security and information assurance activities, implementing IT security policies and procedures in the development and operations of network and telecommunication systems, mainframe personal computing, videoconferencing, infrastructure software and server support.

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:

- Experience with IT Security Certification and Accreditation processes, security risk assessments, implementation of IT security controls, countermeasure, IT network and endpoint monitoring technologies.

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 and consulting on IT security policies, plans, and programs to ensure efficiency of data processing, and address vulnerabilities and threats.

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:

- Developing and maintaining security architecture artifacts (e.g., models, templates, standards, and procedures) that can be used to leverage security capabilities in projects.

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.