



DEPARTMENT OF VETERANS AFFAIRS  
DEPUTY ASSISTANT SECRETARY FOR HUMAN RESOURCES MANAGEMENT  
WASHINGTON DC 20420

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HUMAN RESOURCES MANAGEMENT LETTER NO. 05-01- 06

## Position Classification Guidance

### Administrative Work in the Information Technology Group, GS-2200

- 1. Purpose.** This Human Resources Management Letter (HRML) provides guidance on classifying Department of Veterans Affairs Information Technology Specialist positions.
- 2. Background.** In May 2001, the Office of Personnel Management (OPM) issued a new classification standard for Administrative Work in the Information Technology Group, GS-2200. The GS-2200 is a new job family and currently the Information Technology Management, GS-2210, is the only series covered by this standard. This new series covers two-grade interval administrative positions that manage, supervise, lead, administer, develop, deliver, and support information technology (IT) systems and services. This series covers only those positions for which the paramount requirement is knowledge of IT principles, concepts, and methods.

### 3 Guidance

a. In the interest of ensuring consistency in the evaluation and classification process, we have prepared this guidance for applying the classification standard. This guidance is **not** to be used in lieu of the OPM Job Family Position Classification Standard for Administrative Work in the Information Technology Group, GS-2200, but rather as a supplement to that standard.

b. This statement of guidance, as well as OPM's Interpretive Guidance for the Information Technology Management Series, GS-2210, supplements the standard. See <http://www.opm.gov/oca/compmemo/2001/2001-05A.htm>.

c. The new series establishes, renames, modifies, or cancels a number of occupational series and classification standards and guidance as shown below:

(1) Computer Specialist, GS-334—Work previously classified by this series is covered by the Information Technology Management Series, GS-2210.

(2) Telecommunications Specialist, GS-391—When knowledge of information technology, as defined in this standard, is the paramount requirement necessary to perform the primary duties of the position, these positions will be re-classified to the Information Technology Management Series, GS-2210.

(3) Telecommunications Specialist, GS-391—When the work involves acquisition, technical acceptance, installation, testing, modification, or replacement of telecommunications equipment, services, and systems, the positions are excluded from coverage under this series definition.

(4) Positions in Computer Engineering, GS-854; Computer Science, GS-1550; Computer Clerk and Assistant, GS-335; and Computer Operations, GS-332, are specifically excluded from coverage under this standard.

d. In reviewing positions for possible classification under GS-2210, consideration must be given to the paramount knowledge of the position. Paramount knowledge is the most important subject-matter knowledge that is required to perform the primary duties of the position. Consideration must be given to the primary purpose for the position's existence and the most important qualification requirements when deciding the paramount knowledge of a position. Further information on paramount knowledge may be found in the Introduction to Position Classification and the Classifier's Handbook. A major point to note is that classification to a series is not based on the ancillary duties of the position. An example of ancillary duties is a Medical Technologist who is the Automatic Data Processing Applications Coordinator (ADPAC) for the laboratory. The position was created for the purpose of employing a Medical Technologist and the ADPAC duties are ancillary duties that are neither grade nor series controlling.

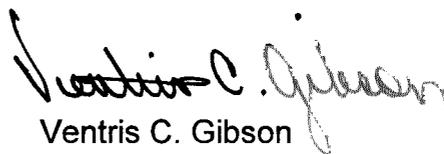
e. The new basic title for this occupation is Information Technology Specialist or IT Specialist. Parenthetical specialty titles will further identify the duties and responsibilities performed and the special knowledge and skills needed. You may use any single parenthetical specialty title or any combination of two parenthetical specialty titles. Use the basic title without a parenthetical specialty title for positions for which there is no established specialty or for positions that involve work in more than two of the established specialties. The HR classification staff, in conjunction with IT managers, should review each position description and verify the appropriateness of the assigned position title. Appropriate titles for positions in this job family series have been submitted to PAID. A description of each parenthetical title is provided in the new standard.

Parenthetical specialty titles are: 1) Policy and Planning; 2) Security; 3) Systems Analysis; 4) Applications Software; 5) Operating Systems; 6) Network Services; 7) Data Management; 8) Internet; 9) Systems Administration; and 10) Customer Support.

f. Add the prefix "Supervisory" to the title of positions classified by use of the General Schedule Supervisory Guide. Add the prefix "Lead" to the title of positions classified using the General Schedule Leader Grade Evaluation Guide

g. Stations may wish to provide the Shared Service Center with position descriptions written under this new standard so they may be included in the Position Description Library.

h. Any questions relative to this policy may be referred to Richard Davis, Classification and Compensation Division (051), at (202) 273-4976.



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Attachment

## Position Classification Guidance

### Administrative Work in the Information Technology Group, GS-2200

#### Position Classification Guidance

The GS-2210 standard has Level 1-9 that was not found in the GS-334 standard

Level 1-9 (Knowledge Required) is described as a mastery of IT theories principles, concepts, standards, and practices sufficient to:

1. Develop new theories, concepts, etc., in the specialty areas(s);
2. Advise other IT experts throughout the agency or in other agencies on a variety of situations and issues that involve applying or adapting new theories, concepts, etc., that are developed by the employee; and
3. Serve as senior expert and consultant to top agency management officials to advise on integrating IT programs with other programs.

Assignment of Level 1-9 is appropriate only for positions that include nationwide IT responsibilities on a regular and recurring basis. The organizational location of the position (e.g., VA Headquarters) is an insufficient basis by itself to warrant assigning Level 1-9. The scope and responsibilities of the position must be national in scope.

"IT Users" are not covered by the GS-2210 series as contrasted to "IT Workers" (who are covered by the GS-2210 series). All of us use information technology in our everyday work. However, similar to the telecommunications positions and the ADPAC positions, IT knowledge is not the primary purpose or importance of "user" positions. If the IT knowledge is not the primary purpose (the reason for which the position was created), the position may not be classified into the GS-2210 series. Some other examples of IT Users are Management Analysts in IT offices, Systems Accountants who use automated financial systems, and Human Resources Specialists that require knowledge of information technology.