General Series, Titling, and Occupational Guidance

INFORMATION TECHNOLOGY MANAGEMENT, 2210	Qualification Standard
Series Definition — This 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; e.g., data storage, software applications, networking.	

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INFORMATION TECHNOLOGY MANAGEMENT, 2210 (continued)

Titling

Title 5, United States Code, requires the U.S. Office of Personnel Management (OPM) to establish the authorized official position titles which include a basic title (e.g., Information Technology Specialist) that may be appended with one or more prefixes and/or suffixes. Agencies must use official position titles for human resources management, budget, and fiscal purposes. Instructions for assigning official position titles are provided in this section.

The basic titles for this occupation are:

IT Program Manager - Work that involves managing one or more large information technology program(s) to provide products and/or services. The IT program manager coordinates, communicates and integrates IT projects and program activities. They ensure that the work effort achieves the outcome as specified within the IT business strategies. Work encompasses the decision-making and negotiation responsibilities involved in executing the program efforts.

IT Project Manager Work that involves directly managing information technology projects to provide a unique service or product. The title also applies to supervisory project manager positions evaluated under the General Schedule Supervisory Guide. (Note – See **Interpretive Guidance for Project Managers** for evaluation criteria and information regarding this work.)

Information Technology Specialist or *IT Specialist* – Work that involves developing, delivering, and supporting IT systems and services is *Information Technology Specialist* or *IT Specialist*. Use the parenthetical specialty titles defined below with the basic title to further identify the duties and responsibilities performed and the special knowledge and skills needed.

Supervisors and Leaders

- Add the prefix "Supervisory" to the basic title when the agency classifies the position as supervisory. If the position is covered by the General Schedule refer to the **General Schedule Supervisory Guide** for additional titling and grading information.

- Add the prefix "Lead" to the basic title when the agency classifies the position as leader. If the position is covered by the General Schedule refer to the **General Schedule Leader Grade Evaluation Guide** for additional titling and grading information.

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INFORMATION TECHNOLOGY MANAGEMENT, 2210 (continued)

Titling (continued)

Organizational Titles

Organizational and functional titles do not replace, but complement, official position titles. Agencies may establish organizational and functional titles for internal administration, public convenience, program management, or similar purposes. Examples of organizational titles are Branch Chief and Division Chief. Examples of functional titles are Chief of Network Management and Director of Policy Development.

Official Specialty or Parenthetical Titles

Specialty titles are typically displayed in parentheses and referred to as parenthetical titles. Parenthetical titles, as defined below, may be used with the basic title of the position to further identify the duties and responsibilities performed and the special knowledge and skills needed.

Use the basic title without a parenthetical specialty title for positions with no established specialty or emphasis area or for positions involving work in more than two of the established specialties.

Combine two authorized parenthetical specialty titles (e.g., Applications Software/Systems Analysis) when the two specialties are significant to the position. You may continue to use other agency-established parenthetical titles where appropriate as unofficial position titles; i.e., organizational or functional titles.

OPM has prescribed eleven parenthetical titles for the Information Technology Management series, 2210, covered by this Job Family Standard (JFS):

Policy and Planning	**Network Services**
Enterprise Architecture	**Data Management**
Security	**Internet**
Systems Analysis	**Systems Administration**
Applications Software	**Customer Support**
Operating Systems	

Agencies may use only the above listed specialty titles to supplement the basic titles for the Information Technology Management series, 2210.

To accommodate automated systems limitations, you may use authorized specialty abbreviations (see parenthetical listing below) with the full title or with an abbreviated basic title of ITPM (IT Project Manager); ITPROG (IT Program Manager) or ITSPEC (IT Specialist). For example, an IT Project Manager (Operating Systems) could be listed as IT Project Manager (OS) or ITPM (OS).

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