IT Specialist (Operating Systems) - 2210

A. Analysis of Requirements
   • Thoroughly analyze requirements set forth by the customer.
   • Proactively and after analyzing all options, recommend appropriate systems software as complete or part of a solution.
   • Evaluate, select, validate systems software environment as a solution to a set of requirements within established standards.

B. Systems Programming Duties
   • Evaluate, select, and install operating systems and software components such as compilers, assemblers, utilities.
     Achieve acceptable availability of systems as per HHS, NIH, and IC standards
   • On a daily basis, monitor and tune the systems environment.

C. Capacity Planning
   • Collect and analyze performance data on operational systems as per established standards.
   • Develop trend predictions based on comprehensive, timely, and accurate data.
   • Based on a thorough analysis, recommend changes to the system (hardware, software, new technologies) to ensure system maintains adequate capacity to perform the required functions.

D. Future Planning
   • Proactively evaluate new technologies for applicability to the IC’s computer processing requirements.
   • Based on a thorough analysis, recommend new technologies, environments, and architectures to improve the IC’s processing capabilities.
   • Proactively and while coordinating with others, develop plans to react to disasters and ensure continuation of operations.