

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. ES6212S							
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input checked="" type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field		4. Employing Office Location Baltimore, MD		5. Duty Station Baltimore, MD		6. OPM Certification No.					
Explanation (Show any positions replaced) Reestablished DHES-6100, Deputy Commissioner for Systems, ES-0334, dtd 4/7/82				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required Executive Personnel <input checked="" type="checkbox"/> Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		13. Competitive Level					
				10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input checked="" type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Non-Suprvy.		12. Sensitivity 1-Non-Sensitive <input checked="" type="checkbox"/> 4c 2-Noncritical Sensitive 3-Critical Sensitive 4-Special Sensitive 5-Moderate Risk 6-High Risk		14. Agency Use			
				15. Classified/Graded by a. U.S. Office of Personnel Management		Official Title of Position		Pay Plan		Occupational Code		Grade	
				b. Department, Agency or Establishment		Deputy Commissioner for Systems		ES		334			
c. Recommended by Supervisor or Initiating Office													
16. Organizational Title of Position (if different from official title)						17. Number of allocations V-1							
18. Department, Agency or Establishment DHHS						c. Third Subdivision							
a. First Subdivision SSA						d. Fourth Subdivision							
b. Second Subdivision Office Of Systems						e. Fifth Subdivision							
20A. Supervisor Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that the false or misleading statements may constitute violations of such statutes or their implementing regulations.						20B. Allocation Certification I certify that each incumbent will perform the grade controlling duties and responsibilities of this position for a substantial amount of time (i.e., 25% or more).							
20a1. Typed Name and Title of Immediate Supervisor Gwendolyn S. King Commissioner of Social Security Signature: Gwendolyn S. King Date: 9/24//91						20b. Typed Name and Title of Delegated Authorizing Official for Non-Supervisory GS-14 and Below (Required)							
20a2. Typed name of higher level management concurrence (Optional if 20a1 is signed)						Signature _____ Date _____							
Signature _____ Date _____													
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.													
21a. Typed Name and Title of Official Taking Action Thomas S. McFee, Assistant Secretary For Personnel Administration Signature: Thomas S. McFee Date: 10/11/91						21b. Typed Name and Title of Delegated Authorizing Official for GS-15/SES Signature _____ Date _____							
22. The standards, and information on their application, are available in the personnel office. Position Classification Standards Used in Classifying/Grading Position:													
23. Remarks *Cybersecurity codes: 901, 722, Per email 4/24/18													
24. Description of Major Duties and Responsibilities (See Attached) Form SSA-801 (October 2001) (former OF-8)													

DEPUTY COMMISSIONER FOR SYSTEMS
ES6212S

The Deputy Commissioner for Systems shares full responsibility with the Commissioner for overseeing and managing all automated information-processing activities of the Social Security Administration (SSA). Provides executive leadership, direction and coordination to the design, development, procurement requirements, implementation and maintenance of the highly complex automated data processing (ADP) and data communications systems of SSA nationwide.

The incumbent develops overall goals and objectives for SSA's information processing and data communications capability and is responsible to the commissioner for their attainment. He/she directs, coordinates and oversees the planning, requirement definition, development, implementation, validation, operation and maintenance of all SSA's information systems activities including: development of strategic ADP systems plans, design and implementation of systems modernization plans for ADP and telecommunications systems, comprehensive oversight and administration of critical SSA operational bases, determination of ADP systems priorities among programmatic areas to insure the efficient and effective use of SSA ADP telecommunications systems, evaluation of advanced ADP technologies for use in SSA, and management of SSA's overall ADP resources.

The Deputy Commissioner for systems is a key SSA official who participates with the Commissioner in carrying out the full range of management responsibilities, and when designated, acts with full authority over the total work of the Administration during the absence or unavailability of the commissioner and Principal Deputy Commissioner.

The incumbent is also responsible for furthering equal opportunity employment by demonstrated evidence of fairness in making selections, encouragement and recognition of employees' achievements, fair treatment of minority group employees, and sensitivity to the developmental needs of all employees, including minority groups, women and the disabled.