100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS101340

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Information Technology Services	Franklin
This row is for Information Technology classifications ONLY	PRIMARY TECHNOLOGY (IT ONLY) Microsoft OS	SECONDARY TECHNOLOGY (IT ONLY) Desktop Applications

POSITION NUMBER 20005478

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005482 Network Administrator Supervisor

☒ Permanent
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified

Overtime: ☒ Eligible ☐ Exempt
If FLSA Exempt, exemption type:

Bargaining Unit:14
PR 30
Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: TO:

JOB TITLE
Information Technologist 1

JOB CODE
69921

AAD 5-18-11 WM

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Provides support & service to information system users on a computer or telecommunication network running in stand alone, client/server, web-based, and/or networked environment using established methods and procedures; performs routine analysis to resolve problems.	**Knowledge of**: (1) oral & written communication tools & techniques; (2) customer support & personal service technical writing & documentation practices; (3) state & agency policy, procedures & applicable laws*; (4) vision, mission & goals of agency*; (5) mathematic principles relative to assigned area in IT; (6) telecommunications, capabilities & applications of network equipment including hubs, routers, switches, bridges, servers, & related hardware; (7) IT principles, methods & practices in assigned specialty area; (8) software distribution & configuration management tools & mechanisms; (9) organizations operation environment, topology, & protocols, local area & wide area; (10) networking principles & concepts; (11) back-up & recovery techniques; (12) performance monitoring methods; (13) basic internet server maintenance techniques; (14) installation & configuration procedures; (15) internet clients, such as browsers & streaming video; (16) system administration methods & procedures; (17) IT asset management principles & processes **Skill for:** (18) reading comprehension; (19) speaking; (20) service orientation; (21) installation; (22) troubleshooting; (23) critical thinking; (24) operation monitoring; (24) operation monitoring; (25) judgment & decision making; (26) systems analysis; 27) systems evaluations; (28) operation analysis; *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

5/13/11

100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS101370

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Information Technology Services	Franklin
This row is for Information Technology classifications ONLY	PRIMARY TECHNOLOGY (IT ONLY) Microsoft OS	SECONDARY TECHNOLOGY (IT ONLY) Desktop Applications

POSITION NUMBER
20005478

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
	20005482 Network Administrator Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit:14 PR 30 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: TO:

JOB TITLE
Information Technologist 1

JOB CODE
69921

AAD 5-18-11 UAY

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		(28) operation analysis; (29) identifying & specifying business requirements; (30) using data recovery tools & techniques; (31) using IT asset management software **Ability to:** (32) prepare meaningful, accurate & concise reports; (33) stay abreast of current technologies in area of IT assigned.
25	Provides installation and monitoring support to IT specialists (e.g., unpacks, stages and/or racks hardware, performs set-up and installation for hardware and/or software; network connectivity, learns and changes application coding specifications, installs telecommunications hardware and wiring, monitors systems and notifies higher-level staff of any concerns).	**Knowledge of**: 1-16 **Skills for**:17-29 **Ability to**: 30-31
5	Promotes system security and awareness by adhering to the Agency's and/or State's IT security policy(s) and standards.	**Knowledge of**: 1-16 **Skills for**:17-29 **Ability to**: 30-31 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

5/13/11