

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS101370

DIVISION OR INSTITUTION: Office of Information Technology
 UNIT OR OFFICE: IT Services
 COUNTY OF EMPLOYMENT: Franklin

This row is for Information Technology classifications ONLY
 PRIMARY TECHNOLOGY (IT ONLY) SECONDARY TECHNOLOGY (IT ONLY)

Reclassification New Position Update
 Position Hyperlinked to
 Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR:
 20005454 Administrative Assistant 4

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

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Provides installation and monitoring support to IT specialists (e.g., un-packs, 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).	(29) identifying & specifying business requirements; (30) using data recovery tools & techniques Ability to: (31) prepare meaningful, accurate & concise reports; (32) stay abreast of current technologies in area of IT assigned. Knowledge of: 1-16 Skills for: 17-30 Ability to: 31-32
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: 17-30 Ability to: 31-32 *developed after employment

POSITION NUMBER: 20005483
 JOB TITLE: Information Technologist 1
 JOB CODE: 69921
 APD 8-23-11 UB

List Position Numbers & Job Titles of Positions Directly Supervised:

[Handwritten Signature] 58-11