

POSITION DESCRIPTION

AGENCY/DEPT ID DAS
DAS/DAS101340

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Information Technology Services

COUNTY OF EMPLOYMENT
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)
Microsoft OS

SECONDARY TECHNOLOGY (IT ONLY)
Desktop Applications

POSITION NUMBER
20005485

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005478 Administrative Staff

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit: 14
PR 33
Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	<p>Provides IT support and services to information system users and/or IT staff in infrastructure (e.g., installs, monitors/maintains, configures, upgrades, and/or administers/operates hardware and/or software; network connectivity, utilizes vendor supplied and 3rd party utilities for monitoring, conducts performance tuning for hardware and/or software, develops and maintains ad-hoc utilities or reports to automate processes), software development (e.g., extracts and performs data manipulation tasks, creates and/or modifies existing program modules, complies with software reusability guidelines, writes test cases and/or scripts for unit and systems testing, verifies and documents unit and system test results to ensure software is producing desired results, debugs and revises programs when unit and system tests do not produce desired results, creates and/or modifies necessary program and/or application source code documentation in accordance with agency standards), database systems (e.g., performs database backup/recovery from DR plan, conducts data modeling and implements physical data models, provides database support, advises and consults with users on accessing various databases, resolves data conflicts and inappropriate use of data, provides performance tuning and configuration for query language statements, monitors security and validates all updates through database connections), and business process analysis (e.g., creates information technology process flows and flowcharts, assists with the validation of requirements necessary for the successful completion of the information technology projects) meeting agency business needs and objectives.</p>	<p>Knowledge of: (1) computers & electronics; (2) oral & written communication tools & techniques; (3) customer support & personal service; (4) state & agency policy, procedures & applicable laws*; (5) vision, mission & goals of agency*; (6) telecommunications; (7) IT security principles & methods; (8) mathematic principles relative to assigned area in IT; (9) safety practices; (10) operating systems installation & configuration procedures; (11) network standards, protocols & procedures; (12) platform usage, (13) capabilities & applications of network equipment including hubs, routers, switches, bridges, servers, & related hardware; (14) technology design techniques; (15) basic internet server maintenance techniques; (16) back-up & recovery techniques; (17) software distribution & configuration management tools & technical writing & documentation (18) technical writing & documentation practices; (19) IT lifecycle concepts; (20) software design principles, methods & approaches; (21) database management principles & methodologies.</p> <p>Skill for: (22) reading comprehension; (23) speaking; (24) service orientation; (25) installation; (26) troubleshooting; (27) critical thinking; (28) systems evaluation; (29) operation monitoring; (30) complex problem solving.</p>

JOB TITLE
Information Technologist 3

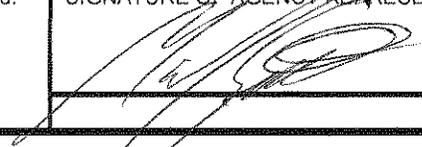
APD 4-09-10 WBS

JOB CODE
69923

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



4/2/10

POSITION DESCRIPTION

AGENCY/DEPT ID DAS
DAS/DAS101340

DIVISION OR INSTITUTION: Administrative Support
UNIT OR OFFICE: Information Technology Services
COUNTY OF EMPLOYMENT: Franklin

This row is for Information Technology classifications ONLY
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SECONDARY TECHNOLOGY (IT ONLY): Desktop Applications

POSITION NUMBER
20005485

Reclassification New Position Update
Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: _____
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005478 Administrative Staff

Permanent Classified Overtime: Eligible Exempt
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: _____
Bargaining Unit 14
PR 33
Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		Ability to: (31) transport items up to 50 lbs; (32) calculate decimals, percentages & fractions; (33) carry out instructions in written, oral or picture form; (34) understand manuals & verbal instructions; (35) technical in nature; (36) stay abreast of current technologies in area of IT assigned; (37) deal with problems involving several variables in familiar context; (38) prepare meaningful, & accurate concise reports
20	Receives orientation related to mentorship and applies as necessary (e.g., definition, purpose, strategies, and evaluation techniques).	Knowledge of: 1-21 Skill for: 22-30 Ability to: 31-38
15	Promotes system security and awareness by adhering to the Agency's and/or State's IT security policy(s) and standards.	Knowledge of: 1-21 Skill for: 22-30 Ability to: 31-38
5	Stays current regarding new technologies, standards and techniques and learns and/or acquires new skills as required.	Knowledge of: 1-21 Skill for: 22-30 Ability to: 31-38
<i>Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.</i>		

JOB TITLE
Information Technologist 3

APD 4-29-10 JLB

JOB CODE
69923

List Position Numbers & Job Titles of Positions Directly Supervised: _____
SIGNATURE OF AGENCY REPRESENTATIVE: 
DATE: 4/27/10