

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS101340
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Information Technology Services (ITS)	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005490	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Information Technologist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006575 Administrative Staff	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 32 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	50	Provides maintenance and documentation support to information system users and/or IT specialists (e.g., enters meta-data into repositories, performs loading validation, executes unit or system test scripts, provides maintenance support for application software, develops, organizes, files, and maintains platform specific documentation).	<b>Knowledge of:</b> (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) technical writing & documentation. <b>Skill for:</b> (18) reading comprehension; (19) speaking, service orientation; (20) installation; (21) troubleshooting; (22) critical thinking; (23) systems evaluation; (24) operation monitoring <b>Ability to:</b> (25) transport items up to 50 lbs; (26) calculate decimals, percentages & fractions; (27) carry out instructions in written, oral or picture form; (28) understand manuals & verbal instructions, technical in nature; (29) stay abreast of current technologies in area of IT assigned.  *Developed after employment.	
	30	Generates enhancements for existing infrastructure, software or database systems in compliance with specifications and standards (e.g., creates and/or modifies program modules, creates database diagrams, writes standard queries, writes test cases and/or scripts for unit and systems testing, verifies unit and system test results to ensure software is producing desired results).  <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 CODE 69922	JOB CODE TITLE Information Technologist 2	APD 2-22-11 VBS		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
			2-9-11	

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NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m.				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Generates enhancements for existing infrastructure, software or database systems in compliance with specifications and standards (e.g., creates and/or modifies program modules, creates database diagrams, writes standard queries, writes test cases and/or scripts for unit and systems testing, verifies unit and system test results to ensure software is producing desired results).	Knowledge of 1, 2, 3, 4*, 5*, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17. Skill in 18, 19, 20, 21, 22, 23, 24. Ability to 25, 26, 27, 28, 29.
<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>		*Developed after employment.

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			2-9-11

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
REQUEST TO FILL/CHANGE AUTHORIZATION (RFCA)**

<b>Current Position:</b>			<b>Division: ASD/ITS</b>		
PN 20005490	Job Code 09921	Job Code Title Information Technologist 1			
Combo Code DAS014606	Fund # 4P30	HCM DEPT. ID DAS101340	FIN DEPT DAS101340	PRGM. 3863D	Pay Range 32

<b>Modification (if required):</b>			<b>Division:</b>		
PN	Job Code 69922	Job Code Title Information Technologist 2			
Combo Code	Fund #	HCM DEPT. ID			Pay Range

POSITION DESCRIPTION REQUESTS:  Post OHMS  Post Internal  Post Other  
 FULL-TIME  PART-TIME  Physical Address/Location : \_\_\_\_\_  PD update PER UNION AGREEMENT  
 Supervisory Change: \_\_\_\_\_ **EFFECTIVE DATE: 2/13/11**

**POSITION JUSTIFICATION**

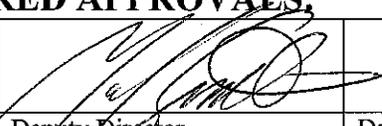
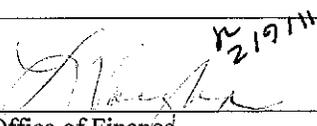
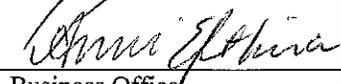
**1. Why is this position essential?**

**2. What is the impact to the agency's operations if this position is not filled? Specifically address functions mandated by the Ohio Revised Code that will not be completed if this position is not filled. Cite applicable ORC section(s) in the response.**

**3. What is the estimated cost and funding source for this position? Include a statement of affordability in the response.**

**(If necessary additional documents may be attached.)**

**REQUIRED APPROVALS:**

2/9/11		2/9/11		2/14/11	
Date	Deputy Director	Date	Office of Finance	Date	Director's Designee
2/9/11		Comments:			
Date	Business Office				

(November 24, 2009)