

POSITION DESCRIPTION

AGENCY/DEPT ID DAS500000

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/IT Services

COUNTY OF EMPLOYMENT
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)
N/A

SECONDARY TECHNOLOGY (IT ONLY)
N/A

POSITION NUMBER
20005490

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit

If FLSA Exempt, exemption type:

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
65	<p>Provides direct and in-direct IT related end user support to DAS and enterprise customers: provides documentation and directions to other IT specialists as it relates to IT end user equipment, inventory controls, asset management, end user support, device tracking and locating devices on the State's network: enters data into asset management tracking and helpdesk tools (repositories) and manages that data, performs loading validation for software packages/testing, executes unit test scripts for software packages, , develops, organizes, files and maintains platforms specific documentation for WASP Barcode Technologies and other network tracking tools specific to inventory control and asset management, maintains and tracks vendor warranty agreements for hardware and software.</p>	<p>Knowledge of: (1) computers & electronics; (2) oral & written communication tools & techniques; (3) customer support & personal service; (4) telecommunications (e.g. VoIP and smart/cell phone support); (5) IT security principles & methods; (6) operating systems installation & configuration procedures; (7) Inventory & network tracking tools (e.g., WASP Bar-code Technologies & LAN Sweeper); (8) vendor support (e.g. warranty repairs of supported equipment, hardware/software quote gathering); (9) helpdesk/ticketing solutions (e.g. Service Now); (10) back-up & recovery techniques; (11) software distribution, configuration, management tools, technical writing, & documentation; (12) technical writing & documentation practices; (13) IT lifecycle concepts. Skill for: (14) reading comprehension; (15) speaking; (16) service orientation; (17) installation; (18) troubleshooting; (19) critical thinking; (20) systems evaluation & operation monitoring. Ability to: (21) transport items up to 50 lbs.; (22) calculate decimals, percentages & fractions; (23) carry out instructions in written, oral or picture form; (24) understand manuals & verbal instructions</p>

JOB TITLE
Information Technologist 2

JOB CODE
69922

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Spencer Wood

10/23/14

POSITION DESCRIPTION

AGENCY/DEPT ID DAS500000

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

This row is for Information Technology classifications ONLY PRIMARY TECHNOLOGY (IT ONLY): N/A SECONDARY TECHNOLOGY (IT ONLY): N/A

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

Permanent Classified Overtime: Eligible Exempt Bargaining Unit
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: 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
35	Generates enhancements for existing infrastructure, software or database systems in compliance with specifications and standards as it relates to DAS end user support services and IT equipment utilized on the State's network (i.e. PCs, laptops, tablets, etc.): creates and modifies program modules, policies and procedures for the DAS End User Support Programs, creates database diagrams for WASP Barcode Technologies and other IT asset and network tracking tools, writes standard queries for Service Now, LAN Sweeper, WASP Barcode Technologies and other IT asset, helpdesk and network tracking tools, writes test cases and/or scripts for agency software deployments utilizing Active Directory (AD), verifies unit and system test results to ensure software packages (i.e. Microsoft updates, etc.) are producing desired results	Knowledge of: 1-13 Skill for: 14-20 Ability to: 21-24 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised: SIGNATURE OF AGENCY REPRESENTATIVE: *Spencer Wood* DATE: 1/23/14