

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105900
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Fleet Management	COUNTY OF EMPLOYMENT Franklin
This row is for Information Technology classifications ONLY		PRIMARY TECHNOLOGY
		SECONDARY TECHNOLOGY

POSITION NUMBER 20005636 JOB TITLE Information Technologist 2 JOB CODE 69922	<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 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005633 Deputy Director 3	
	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" 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 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 a.m. TO: 4:00 p.m. Report in location subject to change			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	70	Provides maintenance & documentation support to information system users: enters meta-data into repositories; performs loading validation; executes unit or system test scripts; provides maintenance support for application software; develops, organizes, files & maintains platform specific documentation.	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) technology design techniques; (12) basic internet server maintenance techniques; (13) back-up & recovery techniques; (14) software distribution & configuration management tools; (15) technical writing & documentation practices; (16) IT lifecycle concepts; (17) database design & management. Skill in (18) report generation (i.e., Crystal Reports); (19) Microsoft SQL Server; (20) reading comprehension; (21) speaking; (22) service orientation; (23) installation; (24) troubleshooting; (25) critical thinking; (26) systems evaluation; (27) operation monitoring. *developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE
			<i>Jeffrey Westhoven/ea</i>	1/4/11

Appl 1-4-11 *ew*

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	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	30	Generates enhancements for existing infrastructure, software or database systems in compliance with specifications & standards; creates & /or modifies program modules; creates database diagrams; writes standard queries; writes test cases & /or scripts for unit & systems testing; verifies unit & system test results to ensure software is producing desired results.	Ability to (28) transport items up to 50 lbs; (29) calculate decimals, percentages & fractions; (30) carry out instructions in written, oral or picture form; (31) understand manuals & verbal instructions technical in nature; (32) stay abreast of current technologies in area of IT assigned; (33) deal with problems involving several variables in familiar context. 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, 25, 26, 27 Ability to 28, 29, 30, 31, 32.	
	<i>Job duty, knowledge, skill and ability statements at a lower-level are understood to be able to be performed at a higher-level.</i>		*developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ce</i>	DATE 1/4/11

App 1-4-11 (P)