

POSITION DESCRIPTION		AGENCY/DEPT ID DAS505320
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Infrastructure Services Division/Network	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006323	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Telecommunications Systems Analyst 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006384 Data Systems Administrator
	<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

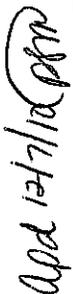
NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 8:00 a.m. TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Design, engineer & plan telecommunications networks & links; directs & participates in key aspects of the complete Department of Administrative Services (DAS) network service to agencies, needs analysis & application of technology to insure the project goals are met at costs planned; pursues financial credits from suppliers on behalf of agencies & internal DAS-Telecommunications sections; reviews telecommunication service requests & orders with requested timeframes; verifies validity of telecommunications technical information (e.g., appropriate technology for data circuits, digital facilities, feature group network); verifies appropriate charges for services requested & performed; provides customer service support to state agencies & their telecommunications coordinators (e.g., training, billing interpretation and cost evaluation of data service options); coordinates with phone company to resolve agency issue; chairs meetings.	Knowledge of (1) budgeting; (2) public relations; (3) government structure & process* (4) telecommunications billing; (5) telecommunications network best practices; (6) telecommunications circuit design; (7) telephony; (8) Federal Education Rate program*; Skill in use of (9) personal computers & electronic testing; Ability to (10) deal with problems involving several variables in familiar contexts; (11) interpret variety of instructions in written, oral, picture or schedule form; (12) define problems, collect data, establish facts and draw valid conclusions; (13) interpret extensive variety of technical verbal instructions & technical material books, journals, manuals; (14) calculate fractions, decimals & percentages; (15) prepare meaningful, concise & accurate reports; (16) use proper research methods in gathering data. *Developed after employment

JOB CODE TITLE
Telecommunications Systems Analyst 1

JOB CODE
67111

Appd 12/7/10


List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/7/10
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