

# POSITION DESCRIPTION

AGENCY/DEPT ID DAS505560

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
ISD/MARCS

COUNTY OF EMPLOYMENT  
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)

SECONDARY TECHNOLOGY (IT ONLY)

POSITION NUMBER  
20006373

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

If FLSA Exempt, exemption type:

Bargaining Unit 14

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 7:00 am TO: 3:00 pm Tue - Sat

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	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).	<p><b>Knowledge of:</b> (1) computers &amp; electronics; (2) oral &amp; written communication tools &amp; techniques; (3) customer support &amp; personal service; (4) state &amp; agency policy, procedures &amp; applicable laws*; (5) vision, mission &amp; goals of agency*; (6) telecommunications; (7) IT security principles &amp; methods; (8) mathematic principles relative to assigned area in IT; (9) safety practices; (10) operating systems installation &amp; configuration procedures; (11) network standards, protocols &amp; procedures; (12) platform usage; (13) capabilities &amp; applications of network equipment including hubs, routers, switches, bridges, servers, &amp; related hardware; (14) technology design techniques; (15) basic internet server maintenance techniques; (16) back-up &amp; recovery techniques; (17) software distribution, configuration, management tools, technical writing, &amp; documentation; (18) technical writing &amp; documentation practices; (19) IT lifecycle concepts.</p> <p><b>Skill for:</b> (20) reading comprehension; (21) speaking; (22) service orientation; (23) installation; (24) troubleshooting; (25) critical thinking; (26) systems evaluation &amp; operation monitoring.</p> <p><b>Ability to:</b> (27) transport items up to 50 lbs; (28) calculate decimals, percentages &amp; fractions; (29) carry out instructions in written, oral or picture form; (30) understand manuals &amp; verbal instructions</p> <p>*developed after employment</p>

JOB TITLE  
Information Technologist 2

JOB CODE 69922  
Appd 4/2/12 *psm*

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Stewart*

4/6/12

# POSITION DESCRIPTION

AGENCY/DEPT ID DAS505560

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

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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 14  
 Temporary     Unclassified  
 Intermittent     Essential    If FLSA Exempt, exemption type: \_\_\_\_\_    Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
 FROM: 7:00 am    TO: 3:00 pm Tue - Sat

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	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).	technical in nature; (31) stay abreast of current technologies in area of IT assigned; (32) deal with problems involving several variables in familiar context.  <b>Knowledge of:</b> 1, 2, 3, 4*, 5*, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19 <b>Skill for:</b> 20, 21, 22, 23, 24, 25, 26 <b>Ability to:</b> 27, 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 any higher level.</i>		

POSITION NUMBER 20006373  
  
 JOB TITLE Information Technologist 2  
  
 JOB CODE 69922  
  
 apr 4/2/12 *pm*

List Position Numbers & Job Titles of Positions Directly Supervised: \_\_\_\_\_

SIGNATURE OF AGENCY REPRESENTATIVE: *[Signature]*    DATE: 4/6/12