

# POSITION DESCRIPTION

AGENCY/DEPT ID DAS500000

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  
20006374

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 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 11:00 pm      TO: 7:00 am Tue-Sat

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB TITLE  
Information Technologist 2

%	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>Knowledge of: (1) computers &amp; electronics; (2) oral &amp; written communication tools &amp; techniques; (3) customer support &amp; personal service; (4) telecommunications (e.g., Tberd, T1 lines, fiberoptic); (5) IT security principles &amp; methods; (6) Motorola MCC 7500 Radio Console; (7) MARCS tower sites safety practices (e.g., HVAC, door alarms, etc); (8) operating systems installation &amp; configuration procedures; (9) network standards, protocols &amp; procedures; (10) platform usage; (11) capabilities of network equipment including hubs, routers, switches, bridges, &amp; related hardware; (12) back-up &amp; recovery techniques; (13) technical writing &amp; documentation practices.</p> <p>Skill for: (14) reading comprehension; (15) speaking; (16) service orientation; (17) installation; (18) troubleshooting; (19) critical thinking; (20) systems evaluation &amp; operation monitoring.</p> <p>Ability to: (21) transport items up to 50 lbs; (22) operate help desk software (e.g., Remedy &amp; InforEAM); (23) carry out instructions in written, oral or picture form; (24) understand manuals &amp; verbal instructions technical in nature; (25) stay abreast of current technologies in area of IT assigned; (26) deal with problems involving several variables in familiar context.</p>

JOB CODE  
69922

List Position Numbers & Job Titles of Positions Directly Supervised:      SIGNATURE OF AGENCY REPRESENTATIVE: *R. Schmitt*      DATE: 3-7-16

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Overtime:  Eligible     Exempt

Bargaining Unit 14

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%	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).	Knowledge of: 1 - 13 Skill for: 14 - 20 Ability to: 21 - 26

JOB TITLE  
Information Technologist 2

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69922

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*R. Schulte*

3-7-16