

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 20006376 JOB TITLE Information Technologist 2 JOB CODE 69922	<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	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization		
	<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:	Bargaining Unit 14 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 3:00 pm TO: 11:00 pm Sun-Thu			
	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).	Knowledge of: (1) computers & electronics; (2) oral & written communication tools & techniques; (3) customer support & personal service; (4) telecommunications (e.g., Tberd, T1 lines, fiberoptic); (5) IT security principles & methods; (6) Motorola MCC 7500 Radio Console; (7) MARCS tower sites safety practices (e.g., HVAC, door alarms, etc); (8) operating systems installation & configuration procedures; (9) network standards, protocols & procedures; (10) platform usage; (11) capabilities of network equipment including hubs, routers, switches, bridges, & related hardware; (12) back-up & recovery techniques; (13) technical writing & documentation practices. 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) operate help desk software (e.g., Remedy & InforEAM); (23) carry out instructions in written, oral or picture form; (24) understand manuals & 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.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>H. Schmitt</i>	DATE 3-7-16	

POSITION DESCRIPTION

AGENCY/DEPT ID DAS500000

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
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Franklin

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Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)

SECONDARY TECHNOLOGY (IT ONLY)

POSITION NUMBER
20006376

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 14

If FLSA Exempt, exemption type:

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 3:00 pm TO: 11:00 pm Sun-Thu

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

JOB TITLE
Information Technologist 2

JOB CODE
69922

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

3-7-16