

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)

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
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: _____
 Bargaining Unit 14 PR 32
 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 11:00 PM to 7:00 AM (Tuesday to Saturday)

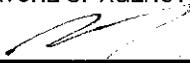
JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	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>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) network standards, protocols & procedures; (12) platform usage; (13) capabilities & applications of network equipment including hubs, routers, switches, bridges, servers, & related hardware; (14) technology design techniques; (15) basic internet server maintenance techniques; (16) back-up & recovery techniques; (17) software distribution, configuration, management tools, technical writing, & documentation; (18) technical writing & documentation practices; (19) IT lifecycle concepts.</p> <p>Skill for: (20) reading comprehension; (21) speaking; (22) service orientation; (23) installation; (24) troubleshooting T-1 lines; (25) critical thinking; (26) systems evaluation & operation monitoring.</p> <p>Ability to: (27) transport items up to 50 lbs; (28) calculate decimals, percentages & fractions; (29) carry out instructions in written, oral or picture form; (30) understand manuals & verbal instructions</p> <p>*developed after employment</p>

POSITION NUMBER 20006376
 JOB TITLE Information Technologist 2
 JOB CODE APR VAS #1/7/15
 69922

List Position Numbers & Job Titles of Positions Directly Supervised: _____
 SIGNATURE OF AGENCY REPRESENTATIVE: _____
 DATE: 3/14/15

SRD 3/15

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 2006376 JOB TITLE Information Technologist 2 JOB CODE 69922 APD WB 4/9/15	<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 PR 32 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 11:00 PM to 7:00 AM (Tuesday to Saturday)			
	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). <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>		technical in nature; (31) stay abreast of current technologies in area of IT assigned; (32) 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, 18, 19 Skill for: 20, 21, 22, 23, 24, 25, 26 Ability to: 27, 28, 29, 30, 31, 32.	
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
			3/14/15	