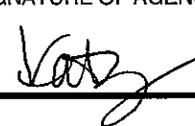


POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY	UNIT OR OFFICE IT Strategy & Investment Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006653 JOB CODE TITLE College Intern JOB CODE APD 9-16-14 99940	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input 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 type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR N/A Page 1 of 1
	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		
40	Assist IT Strategy & Investment Management (SIM) Administrator and Planning staff in developing, reviewing, revising & documenting IT plan business and review processes which support the SIM planning cycles.	Knowledge of (1) IT or related field; (2) computer &/or network hardware, software, operating systems, and procedures; (3) computer systems analysis and design; (4) project management. Skill in (5) operation of microcomputers and peripheral equipment; (6) office suite software (e.g., MS Office). Ability to (7) collect data, define problems, establish facts & draw valid conclusions; (8) interpret a variety of instructions in written or oral format; (9) interpret variety of technical material in books, manuals & audio visual form; (10) deal with many variables & determine specific actions; (11) prepare meaningful, concise & accurate reports; (12) communicate effectively on technical & non-technical matters; (13) work effectively in a team environment.		
20	Assist SIM Administrator and Planning staff with preparation activities associated with IT planning presentations and agency plan review meetings; prepare, organize & assemble IT plan review deliverables.	Knowledge of 1-4 Skill in 5-6 Ability to 7-13		
20	Assist SIM Administrator & planning staff with revisions to the IT Planning Policy and the IT Planning Guide documents (e.g., user guides and business process documents, etc.); assist in reviewing of state agency strategic and tactical IT plans.	Knowledge of 1-4 Skill in 5-6 Ability to 7-13		
20	Perform variety of related clerical tasks (e.g., filing, copying, preparing correspondence, etc.).	Knowledge of 1-4 Skill in 5-6 Ability to 7-13		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
			9/12/14	