100-600U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/501630

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	Investment Mgmt Services	Franklin

POSITION NUMBER 20071612

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
College Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006612 Computer Acquisition Analyst Supervisor

☐ Permanent ☒ Temporary ☐ Intermittent

☐ Classified ☒ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
Various depending on college schedule

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Assists Investment Management Planning (IMP) team with support of the ITIP application tool: reviews current system functionality; participates in system testing activities; processes user access requests; responds to oral & written inquiries & requests; assists IMP team with IT investment planning activities (e.g., development of FGA reports, biennial IT plan & budget update, formation of statewide planning/budget/bid reports, FEA alignment); participates in development of training materials; assists with & conducts user training; performs other clerical and administrative duties as requested; assists with IT resourcing activities (e.g., documentation of meeting notes, IT Roadmaps agreement).	Knowledge of (1) report development & generation; (2) information technology or related field; (3) computer &/or network hardware, software, operating systems & procedures; (4) computer systems analysis & design; (5) project management. Skill in (6) operation of personal computer & associated hardware (7) use of various software applications (e.g., MS Office Suite, Access, SQL, Visio, Visual Basic, HTML, Photoshop, Publisher); Ability to (8) define problems, collect data, establish facts & draw valid conclusions; (9) interpret variety of technical material in books, manuals & audiovisual form; (10) deal with many variables & determine specific actions; (11) communicate verbally & in writing on technical & non-technical matters.
30	Assists IMP team with support of the application & project portfolio management inventory: edits & uploads application & project inventories into the Portfolio Management (PM) tool*; edits & uploads projected budgeted costs & core business driver alignment; creates user accounts; assists with training sessions for agency users; assists with development of planning & workshop materials; responds to customer inquiries regarding training & use of PM tool; develops reports; creates inventory analysis reports; assists with project planning activities; uses MS Project Server* for project schedule updates & report generation.	Knowledge of 1, 2, 3, 4, 5 Skill in 6, 7 Ability to 8, 9, 10, 11, 12 <u>Major Area of Study</u> Computer Science or related field.

JOB CODE TITLE
College Intern

JOB CODE
99940

Qpd 9-3-09 CB

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Katz

DATE: 8/20/09