

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS105270

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Business Operations

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20071798

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
OAKS CI Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005523 Senior Business Transformation Analyst

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 09

If FLSA Exempt, exemption type:

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. Report-in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Under direction of OAKS CI Support Manager, assists with set-up & maintenance of user accounts in OAKS CI: creates & maintains projects & associated records in system; maintains company business process records such as organizations, departments, properties & facilities in system; sets-up & maintains vendors, organization vendors & project vendors in system; provides help desk assistance to users as assigned.	Knowledge of (1) computer science; (2) agency policies & procedures*; Skill in (3) operation of personal computer & related hardware & software (e.g., MS Word, Excel, PowerPoint, Outlook, Internet Explorer, OAKS CI*). Ability to (4) deal with problems involving several variables within familiar context; (5) sort items into categories according to established methods; (6) understand basic technical material related to computer software.
40	Assists OAKS CI staff in support functions: prepares & maintains help files & job aids; conducts acceptance testing related to planned modifications to OAKS CI; develops user defined reports; other duties as assigned.	Knowledge of 1, 2 Skill in 3 Ability to 4, 5, 6, (7) write accurate and concise reports.

JOB CODE TITLE
College Intern

JOB CODE
99940

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhonen

6/2/10

CPA 6-4-10