POSITION DESCRIPTION

		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Fleet Management	COUNTY OF EMPLOYMENT Franklin
This row is for Information Technology classifications ONLY	PRIMARY TECHNOLOGY	SECONDARY TECHNOLOGY

POSITION NUMBER 20073408

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Information Technologist 2	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00 a.m. TO: 4:00 p.m. Report in location subject to change

JOB TITLE Information Technologist 2

JOB CODE 69922

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Provides maintenance & documentation support to information system users: enters meta-data into repositories; performs loading validation; executes unit or system test scripts; provides maintenance support for application software; develops, organizes, files & maintains platform specific documentation.	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) technology design techniques; (12) basic internet server maintenance techniques; (13) back-up & recovery techniques; (14) software distribution & configuration management tools; (15) technical writing & documentation practices; (16) IT lifecycle concepts; (17) database design & management. Skill in (18) report generation (i.e., Crystal Reports); (19) Microsoft SQL Server; (20) reading comprehension; (21) speaking; (22) service orientation; (23) installation; (24) troubleshooting; (25) critical thinking; (26) systems evaluation; (27) operation monitoring. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Chris Selch/ce	11/26/14

Apd 11·26·14 (ce)

POSITION DESCRIPTION

		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Fleet Management	COUNTY OF EMPLOYMENT Franklin
This row is for Information Technology classifications ONLY	PRIMARY TECHNOLOGY	SECONDARY TECHNOLOGY

POSITION NUMBER 20073408

JOB TITLE Information Technologist 2

JOB CODE 69922

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Information Technologist 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00 a.m. TO: 4:00 p.m. Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		Ability to (28) transport items up to 50 lbs; (29) calculate decimals, percentages & fractions; (30) carry out instructions in written, oral or picture form; (31) understand manuals & verbal instructions technical in nature; (32) stay abreast of current technologies in area of IT assigned; (33) deal with problems involving several variables in familiar context.
30	Generates enhancements for existing infrastructure, software or database systems in compliance with specifications & standards: creates & /or modifies program modules; creates database diagrams; writes standard queries; writes test cases & /or scripts for unit & systems testing; verifies unit & system test results to ensure software is producing desired results.	Knowledge of 1, 2, 3, 4*, 5*, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17 Skill in 18, 19, 20, 21, 22, 23, 24, 25, 26, 27 Ability to 28, 29, 30, 31, 32.
	Job duty, knowledge, skill and ability statements at a lower-level are understood to be able to be performed at a higher-level.	*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Chris Selchka	11/26/14

Appd 11.26.14 CC