

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105900
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 Crystal Reports (Version 8.5-11.0)	SECONDARY TECHNOLOGY Microsoft Office Suite (i.e., Word, Excel, Access, PowerPoint) Microsoft SQL Server Database Design & Management Statistical & Accounting Analysis

POSITION NUMBER 20073408	<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 Information Technologist 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005633 Deputy Director 3		
	<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 06 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 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; (18) statistical & accounting analysis. Skill in (19) Crystal Reports; (20) Microsoft Office Suite (i.e., Word, Excel, Access, Powerpoint); (21) Microsoft SQL Server; (22) reading comprehension; (23) speaking; (24) service orientation; (25) installation; (26) troubleshooting; (27) critical thinking; (28) systems evaluation; (29) operation monitoring. *developed after employment.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/lcc</i>		DATE 10/26/10	

Appl 10.26.10 (aw)

JOB TITLE
Information Technologist 2

 JOB CODE
69922

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POSITION NUMBER 20073408 JOB TITLE Information Technologist 2 JOB CODE 69922	<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 Information Technologist 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005633 Deputy Director 3	
	<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 06 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	
	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.	Ability to (30) transport items up to 50 lbs; (31) calculate decimals, percentages & fractions; (32) carry out instructions in written, oral or picture form; (33) understand manuals & verbal instructions technical in nature; (34) stay abreast of current technologies in area of IT assigned; (35) deal with problems involving several variables in familiar context.	
		<i>Job duty, knowledge, skill and ability statements at a lower-level are understood to be able to be performed at a higher-level.</i>	*developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonen/cc</i>	DATE 10/26/10

App. 10.26.10 JW