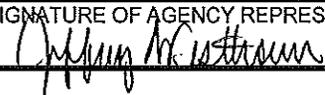


POSITION DESCRIPTION		AGENCY/DEPT ID DAS106185
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20075105 JOB CODE TITLE Electronic Design Specialist JOB CODE 52662	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Electronic Design Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005642 Management Analyst Supervisor 2	
	<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 07 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:15 a.m. TO: 5:15 p.m.			Report in location subject to change
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	10	updates announcements in web database; works with Information Technology Division to post items on servers for testing & final publication; assigns bid numbers, index numbers & opening dates; generates notifications to internal & external customers (e.g., analysts, agencies, public). Sets up user accounts: assigns user accounts & passwords; resets passwords; establishes access levels; maintains security files of users access levels for State Procurement website portal; manage & request OAKS access levels for procurement staff; tests security set-ups; trains users in use of passwords & in access of computer data; provides support to internal & external customers (analysts, agencies & public) upon request. Performs other duties as assigned.	Knowledge of 1*, 3, (17) agency policies & procedures relative to password security*. Skill in 5 Ability to 6, 7, 8, 9, 10, 11, 15	
			*developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6-6-11

Upd 6-3-11 (AK)