

<b>POSITION DESCRIPTION</b>		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 20075329	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION OAKS CI Intern		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005523 Management Analyst Supervisor 2	
	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt  If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22  Page 1 of 1
	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.

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List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/7/09
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