POSITION DESCRIPTION

DIVISION OR INSTITUTION General Services Division	**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** 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

☒ Reclassification ☐ New Position ☐ Update Position Hyperlinked to ☐ Agency Organizational Tree

POSITION NUMBER 20075548

JOB TITLE Information Technologist 2

JOB CODE 69922

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005633 Deputy Director 3

☒ Permanent ☒ Classified Overtime: ☒ Eligible ☐ Exempt Bargaining Unit 06
☐ Temporary ☐ Unclassified
☐ Intermittent ☐ Essential If FLSA Exempt, exemption type: 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 & work hours 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: performs weekly file uploads of fleet card data, performs monthly reporting to include inventory, billing units, mileage reimbursement payments, fuel usage reports; assist with annual reporting requirements; performs end of period operations; maintains user and operator credentials; assist with monthly invoice processing; 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; (13) technology design techniques; (14) basic internet server maintenance techniques; (15) back-up & recovery techniques; (16) software distribution & configuration management tools; (17) technical writing & documentation practices; (18) IT lifecycle concepts; (19) database design & management; (20) statistical & accounting analysis. Skill in (21) Crystal Reports; (22) MicroSoft Office Suite (i.e., Word, Excel, Access, Powerpoint); (23) Microsoft SQL Server; (24) reading comprehension; (25) speaking; (26) service orientation; (27) installation; (28) troubleshooting; (29) critical thinking; (30) systems evaluation; (31) operation monitoring. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	10/22/15

apd 10·22·15 ec

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 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 20075548

☒ Reclassification   ☐ New Position   ☐ Update   Position Hyperlinked to ☐
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005633 Deputy Director 3

☒ Permanent   ☒ Classified   Overtime: ☒ Eligible   ☐ Exempt | Bargaining Unit 06
☐ Temporary   ☐ Unclassified
☐ Intermittent   ☐ Essential   If FLSA Exempt, exemption type: | 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 & work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB TITLE: Information Technologist 2
JOB CODE: 69922

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		Ability to (33) transport items up to 50 lbs; (34) calculate decimals, percentages & fractions; (35) carry out instructions in written, oral or picture form; (36) understand manuals & verbal instructions technical in nature; (37) stay abreast of current technologies in area of IT assigned; (38) deal with problems involving several variables in familiar context.
30	Generates enhancements for existing infrastructure, software or database systems in compliance with specifications & standards: perform vehicle data updates, run queries for database changes, establish user input templates, assist with user training, assist with report writing and testing, performs application 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, 18, 19, 20 Skill in 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32. Ability to 33, 34, 35, 36, 37, 38.

*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE 10/22/15

Apd 10.22.15 (cc)