



# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS500000

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
ISD/End Point Solutions

COUNTY OF EMPLOYMENT  
Franklin

*This row is for Information Technology classifications ONLY*

PRIMARY TECHNOLOGY (IT ONLY)  
Microsoft OS

SECONDARY TECHNOLOGY (IT ONLY)  
Desktop Applications

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION    POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
SEE TABLE OF ORGANIZATION

Permanent     Classified    Overtime:  Eligible     Exempt    Bargaining Unit: 14 PR 33  
 Temporary     Unclassified    If FLSA Exempt, exemption type:    Page 2 of 2  
 Intermittent

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM:    TO:

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Provides installation and monitoring support to IT specialists (e.g., unpacks, stages and/or racks hardware, performs set-up and installation for hardware and/or software; network connectivity, learns and changes application coding specifications, installs telecommunications hardware and wiring, monitors systems and notifies higher-level staff of any concerns).	(28) operation analysis; (29) identifying & specifying business requirements; (30) using data recovery tools & techniques; (31) using IT asset management software <b>Ability to:</b> (32) prepare meaningful, accurate & concise reports; (33) stay abreast of current technologies in area of IT assigned.  <b>Knowledge of:</b> 1-16 <b>Skills for:</b> 17-29 <b>Ability to:</b> 30-31
5	Promotes system security and awareness by adhering to the Agency's and/or State's IT security policy(s) and standards.	<b>Knowledge of:</b> 1-16 <b>Skills for:</b> 17-29 <b>Ability to:</b> 30-31

\*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

*[Handwritten Signature]* 10/18/16

POSITION NUMBER  
20075736

JOB TITLE  
Information Technologist 3

JOB CODE  
69921  
APP 11-2-16 KS