

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS- DAS101340

DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Information Technology Services	COUNTY OF EMPLOYMENT Franklin
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This row is for Information Technology classifications only.	PRIMARY TECHNOLOGY (IT ONLY)	SECONDARY TECHNOLOGY (IT ONLY)
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<input checked="" type="checkbox"/> Reclassification	<input type="checkbox"/> New Position	<input type="checkbox"/> Update	Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
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POSITION NUMBER
20075736

USUAL WORKING TITLE OF POSITION Information Technologist 2	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005478 Administrative Staff
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<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit <u>14</u> PR 32 Page 1 of 2
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: **8:00 a.m.** TO: **5:00 p.m.**

JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB TITLE
Information Technologist 2

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Provides maintenance and documentation support to information system users and/or IT specialists (e.g., enters meta-data into repositories, performs loading validation, executes unit or system test scripts, provides maintenance support for application software, develops, organizes, files, and maintains platform specific documentation).	<p>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) network standards, protocols & procedures; (12) platform usage; (13) capabilities & applications of network equipment including hubs, routers, switches, bridges, servers, & related hardware; (14) technology design techniques; (15) basic internet server maintenance techniques; (16) back-up & recovery techniques; (17) software distribution, configuration, management tools, technical writing, & documentation; (18) technical writing & documentation practices; (19) IT lifecycle concepts.</p> <p>Skill for: (20) reading comprehension; (21) speaking; (22) service orientation; (23) installation; (24) troubleshooting; (25) critical thinking; (26) systems evaluation & operation monitoring.</p> <p>*Developed after employment.</p>

JOB CODE
69922

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5-11-10
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POSITION DESCRIPTION

AGENCY/DEPT ID
DAS- DAS101340

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Information Technology Services

COUNTY OF EMPLOYMENT
Franklin

This row is for Information Technology classifications only.

PRIMARY TECHNOLOGY (IT ONLY)

SECONDARY TECHNOLOGY (IT ONLY)

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Information Technologist 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005478 Administrative Staff

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit **14**
PR 32
Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: **8:00 a.m.** TO: **5:00 p.m.**

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	<p>Generates enhancements for existing infrastructure, software or database systems in compliance with specifications and standards (e.g., creates and/or modifies program modules, creates database diagrams, writes standard queries, writes test cases and/or scripts for unit and systems testing, verifies unit and system test results to ensure software is producing desired results).</p> <p><i>Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.</i></p>	<p>Ability to: (27) transport items up to 50 lbs; (28) calculate decimals, percentages & fractions; (29) carry out instructions in written, oral or picture form; (30) understand manuals & verbal instructions technical in nature; (31) stay abreast of current technologies in area of IT assigned; (32) deal with problems involving several variables in familiar context.</p> <p>Knowledge of: 1, 2, 3, 4*, 5*, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19</p> <p>Skill for: 20, 21, 22, 23, 24, 25, 26</p> <p>Ability to: 27, 28, 29, 30, 31, 32.</p> <p>*Developed after employment.</p>

POSITION NUMBER
20075736

JOB TITLE
Information Technologist 2

JOB CODE
69922
ARD 5-24-10 VAB

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



5-19-10