

POSITION DESCRIPTION

AGENCY/DEPT ID DAS505430

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Enterprise Shared Services

COUNTY OF EMPLOYMENT
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)

SECONDARY TECHNOLOGY (IT ONLY)

POSITION NUMBER
20085460

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
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit
Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	<p>Manages Electronic Data Interchange (EDI) technology professionals: develops project, system &/or section policies, establishes technical standards and best practices in accordance with project lifecycle methodologies & Office of Information Technology (OIT) policies, standards & procedures; plans & monitors systems projects & activities; assists with long range planning & budget preparation; evaluates software &/or hardware products for acquisition; meets with staff to discuss projects & resolve technical problems; reports to OIT management on project progress; supervises subordinate IT staff; prepares & delivers presentations & training on section & technical topics; subject to on call 24 X 7 and carry a pager or mobile phone.</p>	<p>Knowledge of: (1) high-level computer programming languages (i.e., COBOL 390, SAS, Easytrieve, JAVA); (2) computer systems analysis & design; (3) computer hardware systems (e.g., IBM mainframe 3090, Windows, Windows NT); (4) computer science; (5) data modeling techniques; (6) VSAM, CICS, IMS & Telon; (7) supervisory principles & techniques; (8) project management; (9) Electronic Data Interchange (EDI). Skill in: (10) operation of computer terminal & peripheral equipment; (11) designing programs, collecting & documenting business requirements; (12) writing SAS &/or Easytrieve programs; (13) writing programs to update IMS &/or VSAM files; (14) writing MVS JCL, use of File Aid, database load or unload utilities; (15) developing reports using automated reporting tools. Ability to: (16) interpret variety of technical computer manuals & documentation; (17) write computer programs & system documentation & instruction manuals; (18) communicate verbally & in writing on technical & non-technical matters; (19) deal with many variables & determine specific action.</p>
30	<p>Utilizes high-level complex programming, analysis & design techniques in order to perform project management functions for projects: directs development &/or upgrades &/or determines new system requirements for automated information systems; works with program staff to determine legislative impacts & forecasts system requirements in response; serves as liaison to policy areas; assists in assessing & performing strategic planning; uses project management methodologies/tools in development of technical computer training programs & courses to support staff.</p>	<p>Knowledge of: 1-9 Skill in: 10-15 Ability to: 16-19</p>

JOB TITLE
Information Technology Manager 1

JOB CODE
64132
Appd 7/24/13 [Signature]

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Signature]

7-3-13

POSITION DESCRIPTION

AGENCY/DEPT ID DAS505430

DIVISION OR INSTITUTION: Office of Information Technology
 UNIT OR OFFICE: ISD/Enterprise Shared Services
 COUNTY OF EMPLOYMENT: Franklin

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 PRIMARY TECHNOLOGY (IT ONLY)
 SECONDARY TECHNOLOGY (IT ONLY)

POSITION NUMBER: 20085460

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
 Temporary
 Unclassified
 Intermittent
 Essential
 If FLSA Exempt, exemption type: _____

Bargaining Unit: _____ Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Confers & meets with users, vendors & management staff in order to exchange information, resolve difficult or technical problems &/or coordinate operations; attends management meetings & provides expert advice to higher-level management staff; attends training classes &/or seminars to stay abreast of current technology; performs other related duties as assigned.	Knowledge of: 1-9 Skill in: 10-15 Ability to: 16-19

JOB CODE: 64132

List Position Numbers & Job Titles of Positions Directly Supervised: _____
 SIGNATURE OF AGENCY REPRESENTATIVE: 
 DATE: 7-3-13

JOB TITLE: Information Technology Manager 1
 Job Code: 64132
 Date: 7/2/13
 Initials: apd