

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
 Temporary Unclassified If FLSA Exempt, exemption type: _____
 Intermittent Bargaining Unit: 14 PR 33
 Page 2 of 2

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 Ability to: (32) prepare meaningful, accurate & concise reports; (33) stay abreast of current technologies in area of IT assigned. Knowledge of: 1-16 Skills for: 17-29 Ability to: 30-31
5	Promotes system security and awareness by adhering to the Agency's and/or State's IT security policy(s) and standards.	Knowledge of: 1-16 Skills for: 17-29 Ability to: 30-31 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised: _____

 10/18/16

POSITION NUMBER
20090952

JOB TITLE
Information Technologist 3

JOB CODE
69921
APD 11-2-16