

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV11061
Job Class Code:	420	Salary Schedule:	AIT
EEO Category:	05	Grade:	C 1
Workers Comp Code:	8810		

Job Code Established:	08/01/00	Effective Date:	08/01/00
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Information Technology

JOB CODE TITLE: INFORMATION TECHNOLOGY SPECIALIST 1

HRIS TITLE: INFO TECHNGY SPCT 1

CHARACTERISTICS OF THE CLASS: Under close to moderate supervision, exercising limited discretion, employees in this classification provide computer operations services; may receive training and experience in applications programming work, and in functions related to the implementation of computer systems; and perform related work as required. The Information Technology Specialist 1 class is the support/entry level of the Information Technology (IT) professional series. Employees within this class are assigned various tasks in accordance with program needs. Project objectives and concepts are well defined; the work is fairly routine and/or repetitive; and established, well-defined procedures, methods, and standards are applied. Supervisors approve work at regular intervals and provide close oversight when work is unfamiliar or when employees are responsible for part of a larger project. At this level, the work assignments deal with task implementation, not system design or planning.

EXAMPLES OF DUTIES: (Positions may be responsible for some or all of the duties listed below as well as additional related duties.)

Operates and monitors a computer console in a system-oriented electronic computer environment; performs computer initializing procedures; sets up runs and jobs for processing; monitors operational processes, reviews input/output data, corrects errors, produces reports from files; ensures computer output conforms with operating standards and procedures; and operates and monitors operation of auxiliary and/or peripheral equipment. Learns to translate and code systems and programming specifications into computer instructions; learns to write clear and effective program documentation; learns how to test and debug programs; receives training in JCL preparation; as experience is acquired, may compile routine program changes as instructed; and receives training to increase knowledge and understanding of hardware/software resources and department functions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: fundamentals of IT theory; various types of computer systems and programs appropriate to the assignment; application and use of auxiliary and/or peripheral IT equipment including mass storage devices, communications systems and on-line computer capabilities; appropriate operational architecture (e.g., TSO, MVS, OS/390, CICS, UNIX and JCL); principles and techniques of applications programming and systems analysis; use of at least one high-level programming language and others as required.

Skill/Ability to: execute routine production jobs/restarts; examine input/output media and record production problems; operate auxiliary and peripheral IT equipment; learn applications programming procedures and practices; analyze data/information and formulate logical conclusions; work independently and/or collectively and adapt to changing environments and new technologies with colleagues, clients, and team members;

communicate technical information in simple written and oral instructions to nontechnical staff/users; read, interpret and implement established specifications; implement assigned tasks in accordance with established schedules.

SPECIAL SELECTION FACTORS: May require possession of and ability to maintain a current, valid Arizona driver's license appropriate to the assignment.
May require ability to pass a post-offer physical exam.