



Classification: Computer Information Technology Specialist II

Title Code: V08005

Pay Range: 33

POSITION SUMMARY:

This is advanced professional, technical, and consultative work in the support and coordination of computer information technology services and activities. An employee in this class provides technical expertise in computer systems analysis and design; database and/or network administration; systems programming; cybersecurity; and/or other computer information technology specialties in a mainframe, midrange and/or microcomputer environment. Work is focused in multiple areas of a specialty or primarily in one highly technical area. Work includes conducting feasibility and impact studies of technology direction and providing recommendations. Duties may also include implementation of recommendations, project management and/or provision of technical consultative services. Work may also include some supervision of other technical staff; however the primary emphasis of the job is on the technical components. Positions at this level differ from Computer Information Technology Specialist Is in terms of the amount of direction provided and the scope and technical complexity of assignments. Work is performed under general supervision; however, the employee is expected to exercise initiative and independence in the performance of assigned responsibilities.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Develops, analyzes and/or coordinates highly complex project specifications such as flowcharts, logic diagrams and work flow diagrams relating to diverse organizational functions.

Provides consultative guidance in a specific area of technical expertise.

Acts as project team leader; establishes project schedules, assigns tasks, monitors progress against schedules, and conducts technical reviews of assigned projects; serves as supervisor, as assigned

Provides cost benefit analysis of technology solutions to meet business needs.

Serves as a liaison for the organization in the areas of technology or infrastructure development.

Provides support for both internal and external organizational computer systems that span multiple platforms.

Researches, reviews, recommends, and prepares requests for proposals and/or bid specifications for hardware and/or software purchases; evaluates bid responses.

Develops and evaluates quality control procedures and hardware and/or software standards.

Provides technical expertise in computer systems analysis and design, database and/or network administration, systems programming, and/or other computer information technology specialties.

Provides cybersecurity policies, coordinates the development of emergency plans, oversees cybersecurity awareness and training, coordinates and plans cybersecurity audits.

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Defines computer system performance criteria and coordinates tuning of computer systems for optimum performance.

Coordinates computer systems disaster recovery planning.

Coordinates information strategic planning.

Coordinates computer systems management planning.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles of computer programming and systems analysis, design, testing and documentation.

Thorough knowledge of the general operating principles and capabilities of computer hardware and software.

Considerable knowledge of software reference libraries and related utility programs.

Considerable knowledge of computer security systems and procedures.

Considerable knowledge of computer networking and telecommunications.

Considerable knowledge of computer operating systems.

Considerable knowledge of database management systems.

Considerable knowledge of the principles of cost benefit analysis.

Considerable knowledge of the principles of project management.

Considerable knowledge of the principles of disaster recovery.

Considerable knowledge of the procurement process.

Considerable knowledge of continuing trends and developments in computer hardware and software.

Considerable knowledge of various computer platforms.

Considerable knowledge of the information strategic planning process.

Considerable knowledge of the systems management process.

Working knowledge of agency's automated information systems.

Working knowledge of agency's functions and their interrelationships.

Ability to coordinate/organize projects involving multiple organizations and/or groups.

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Ability to utilize project management tools, such as PERT or Gantt charts.

Ability to review and analyze computer program documentation.

Ability to prepare and maintain standards, policies, procedures, guidelines, and technical manuals.

Ability to apply expertise in the troubleshooting and resolution of hardware and/or software problems.

Ability to train and assist others in subject matter area.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a Bachelor's degree from an accredited four-year college or university with at least fifteen (15) semester hours in computer science, computer information systems or related field; AND five years of experience in computer information technology systems, to include: computer programming, systems analysis and design, or work with primary responsibility for the configuration of computer hardware and software in a mainframe, midrange and/or microcomputer environment.

FLSA STATUS: Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.