



CRIMINAL JUSTICE INFORMATION SERVICES DIVISION MISSOURI STATE HIGHWAY PATROL

JOB OPPORTUNITY BULLETIN

TITLE: Computer Information Technology Specialist I - Security Unit

FACILITATOR: Kristy Johnson
(573) 526-6336
kristy.johnson@mshp.dps.mo.gov

DESCRIPTION: This Computer Information Technology Specialist I position is assigned to the Missouri State Highway Patrol's Criminal Justice Information Services Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This is a professional, technical, and consultative position in the support and coordination of computer information technology services and activities as related to information security. 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. An employee in this class will also provide information security expertise and guidance in all areas and platforms listed above. Work is generally focused in a primary technical specialty that may cross environments. 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. This position will also perform security related audits, testing, and evaluations of information systems. Work is performed under general supervision; however, the employee is expected to exercise independence in the performance of assigned responsibilities.

For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.

QUALIFICATIONS:

(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.)

Three years of professional and technical computer information technology systems experience such as computer programming, systems analysis and design, or work with primary responsibility for the configuration of mainframe, midrange and/or microcomputer hardware and software, network administration or closely related areas. Knowledge of all areas of information systems is needed such as networking, servers, end user support, databases, web and application development, and information security. (Graduate work in computer science, computer information systems or closely related areas may be substituted on a year-for-year basis for a maximum of one year of the stated general experience.)

AND

Graduation from an accredited four-year college or university with a degree in computer science, computer information systems or a closely related area. Computer information technology systems experience above the three year requirement such as 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 may be substituted on a year-for-year basis for a maximum of two years for deficiencies in the stated education.

Opening Date: May 30, 2013

Closing Date: June 12, 2013

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,954.50 semi-monthly; however salary may be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in this Computer Information Technology Specialist I position must submit the Patrol's on-line application prior to the application deadline of June 12, 2013. Resumes will not be accepted in lieu of the application. Please visit our website at www.mshp.dps.mo.gov to complete an on-line [Application for Civilian Employment \(ACE\)](#). Individuals who have previously completed an application must access their profile in the ACE system to re-apply.

Current employees who meet the minimum qualifications set forth in the attached job description may apply through the Human Resources Division by submitting an intradepartmental letter of application (SHP-15) and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of June 24, 2013. The tentative start date for this position is within 30 days of the interview.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test and favorable background investigation.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

*****Missouri State Highway Patrol***
General Headquarters
1510 E. Elm Street, P.O. Box 568
Jefferson City, MO 65102-0568
Phone/TDD (573) 751-3313
Fax (573) 751-9924**