

Opening Date: August 13, 2013

Closing Date: August 26, 2013



## INFORMATION & COMMUNICATIONS TECHNOLOGY DIVISION Missouri State Highway Patrol

### JOB OPPORTUNITY BULLETIN

**TITLE:**                    **COMPUTER INFORMATION TECHNOLOGY SPECIALIST I OR II -  
Project Management/Mobile Device Section**

**FACILITATOR:**            Liz Stokes  
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**DESCRIPTION:** This Computer Information Technology Specialist I or II position exists within the Missouri State Highway Patrol's Information and Communications Technology Division. This position is assigned to the Project Management and Mobile Device Section. The official domicile for this position is Jefferson City, Missouri. This position is classified as exempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** This is 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 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. 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:** Three years, including two years above the entry level, 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 **AND** graduation from an accredited four-year college or university with at least fifteen (15) semester hours in computer science, computer information systems or closely related areas. (Computer information technology systems experience 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 deficiencies in the stated education. 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.)

**It is highly desirable that applicants for this position possess knowledge of and/or experience in the following:**

- Considerable knowledge of the concepts of project management, and use of project management automation tools.
- Significant experience in the planning and management of large IT, Communications, or related projects, including risk planning.
- State of Missouri and/or PMI project management certification; or related experience with a willingness to obtain such certification within the first available offering.
- Experience with, and proficient at technical writing.
- Experience with administrative or professional report preparation.
- Experience with request for proposal (RFP) and contract / bid preparation and evaluations.
- Experience with budget decision item and fiscal note preparation.

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

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**APPLICATION PROCEDURE:** Individuals interested in this position **must complete and submit** the Patrol's on-line application prior to the application deadline of August 26, 2013. Resumes will not be accepted in lieu of the application. Applicants with the necessary educational qualifications must also submit a copy of their college transcripts, which can be uploaded and attached to the application. Please visit our website at [www.mshp.dps.mo.gov](http://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 reapply.

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 September 9, 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\*\*\*  
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