

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: NEW POSITION EXISTING POSITION

Agency Number: 105

PART I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name KANSAS STATE BOARD OF HEALING ARTS	9. Position No. K0219952	10. Budget Program Number		
2. Employee Name (leave blank if position vacant) Vacant		11. Present Class Title (if existing position) Information Technology Manager - Unclassified		
3. Division IT		12. Proposed Class Title		
4. Section		For Use By Personnel Office	13. Allocation	
5. Unit Information Technology			14. Effective Date	
6. Location (address where employee works) City: TOPEKA County: SHAWNEE			15. By	Approved
7. (Circle appropriate time) <input checked="" type="checkbox"/> Full time <input checked="" type="checkbox"/> Permanent Inter. <input type="checkbox"/> Part time <input type="checkbox"/> Temporary 100%			16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM TO: 4:30 PM			17. Audit Date: By: Date: By:	

Position Number:

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Kathleen Selzler Lippert	Executive Director	K0127519

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Kathleen Selzler Lippert	Executive Director	K0127519

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position is responsible for managing the daily operation of all agency information technology systems and activities. This position will establish and direct the strategic and long-term goals, policies and procedures for the information technology unit. The position will approve all network infrastructure requirements and determine long-term systems needs and hardware acquisitions to accomplish the organization's business objectives.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use and action verb); to **whom** or what is the action directed (object of action): **why** is the action being done (be brief); how is the action being done (be brief). For each task state: Who reviews it? What is it reviewed for?

Number
Each Task
and Indicate
Percent of
Time

20% - Directs daily operations of the agency IT department, analyzing workflow, establishing priorities, developing standards and setting deadlines. Manages backup, security, user help systems and all Information Systems that support Agency staff including: networks, internal Microsoft active directory network, website development, Sharepoint Designer, ASP.Net, Visual C#/Basic, VPN network interfaces with remote field offices; telecommunications (i.e. cell phones, blackberry, and remote devices); Enterprise Information Management System (GL/Suite); and provides support for State of Kansas management systems including: SMART, STARS, SOKI, and SHARP.

20% - Manages application support and development. This includes programming and support services for the GLSuite Enterprise Management System and KSBHA website utilizing SQL, Crystal Reports, FTP, scripts, GLSuite configuration environment, SharePoint Services and Development Studio, and ASP.NET programming skills, as well as the ability to learn other programming skills as necessary.

15% - Manages subordinate staff in the delivery of services and support of the Agency's infrastructure, which include: the Local Area Network (LAN), Wide Area Network (WAN), endpoint devices, communication protocols, backup services, and antivirus; providing hardware support, computer system software support, security protocols (VPN), firewall support, network design and support, system and base software monitoring, disaster recovery (backup), and coordinating with DISC to ensure conformity to network and security standards.

15% - Meet with users, management, vendors, consultants, and technicians; and create system design specifications by analyzing user needs and improving business processes through the implementation of business processes. Assists application users in identifying and describing problems or opportunities that might be addressed by implementing a new (automated or manual) system or changing an existing application system. Investigate problems and opportunities to determine the feasibility of a system solution and identify appropriate system solutions. Analyzes users' business requirements in detail and prepares functional specifications for a proposed new (or changed) system. Assist and guide prospective users of a proposed new or changed system in quantifying the benefits of having the system (or the penalties for not having it), and assessing the impact of the system on their organization and on the operation of their processes.

15% - Assists with development and implementation of the Information Technology strategic plan, including: short and long-term planning; collaboration on budget planning; project planning, prioritization, and management; business continuity, strategic computing, and disaster recovery planning and implementation; information security planning; and policy, procedure, and standards development and implementation.

10% - Reviews and approves purchases for software, hardware, and miscellaneous equipment to meet agency and system requirements and compatibility. Reviews and approves all system charts and programs prior to implementation. Oversees the acquisition of or acquires appropriate licensing and networking agreements.

5% - Other duties as assigned.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
() Lead worker assigns, trains, schedules, oversees, or reviews work of others.
() Plans, staffs, evaluates, and directs work of employees of a work unit.
(x) Delegates authority to carry out work of a unit to subordinate supervisors or managers.
- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title	Position Number
Applications Developer III	K0170470
Technology Support Consultant III	K0060510
Temporary Staff	

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23. Which statement best describes the results of error in action or decision of this employee?
() Minimal property damage, minor injury, minor disruption of the flow of work.
() Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
(X) Major program failure, major property loss, or serious injury or incapacitation.
() Loss of life, disruption of operations of a major agency.

Please give examples.

Data loss could be irrecoverable. Loss of time of employees could be substantial due to inoperable equipment. Curtailment of external customer services could be substantial due to inoperable equipment.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Regular contact with internal customers. May give presentations and clarify requests.
Occasional solitary hours in order to complete assignment without interruption or to minimize disruption to daily business functions.
Frequent contact with vendors and outside agency support staff. Infrequent contact with public and board officials.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal hazards associated with an office environment and occasional travel by public and private transportation.

Incumbent may be required at times to work hours other than standard daily work hours or, may work on weekends to complete assignments without interruption or, to minimize disruption to daily business functions.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Dell Server Products running Windows Server 2003, PC Workstations running Windows XP, and Peripheral Equipment to include printers, switches, firewall router and multi-function copiers.

PART II - To be completed by department head, personnel office or supervisor of the position.

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Bachelor's degree in computer science or related field, and three years experience in information systems and analysis or five years experience in information systems and analysis. Additional experience in the areas listed above may be substituted for the required education as determined relevant by the agency.

Education or Training – Special or Professional

Progressive experience in a position titled Systems Administrator, or Network Administrator in a leadership role and with education and specialized coursework in computer networking, software installation and server configuration or, certification as two or more of the following: MCSA, MCIPT, MCTS or MCSE. Expert in Microsoft Windows Server environments and Windows workstation operating systems. Advanced level ability to diagnose and respond to network and hardware failures.

Licenses, certificates and registrations

Special knowledge, skills and abilities

Knowledge of Network layers, topography, schema development and testing.
Knowledge of Microsoft Server and Workstation operating systems configuration and diagnostic methods.
Knowledge of setting and maintaining security on software, file systems, networks, routers, switches and operating systems.

Experience – Length in years and kind

Experience with Sharepoint Designer, ASP.Net, Visual C#/Basic, SQL, VPN network interfaces with remote field offices; telecommunications.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

The ability to lift up to 50lbs from floor to work cart or desktop.
The ability to move freely around and under furniture to connect cabling.

Signature of Employee _____ Date _____

Signature of Personnel Official _____ Date _____

Signature of Supervisor _____ Date _____

Signature of Agency Head or Appointing Authority _____ Date _____