

POSITION STATEMENT

1. POSITION INFORMATION

Civil Service Classification Information Technology Associate	Working Title ACES Application Tech Team Associate
Name of Incumbent	Position Number 280-349-1401-976
Section/Unit ACES Application Development Tier	Supervisor's Name <i>Click here to enter text.</i>
Division Product Development Division	Supervisor's Classification Information Technology Supervisor II
Branch Information Technology Branch	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <i>Click here to enter text.</i>
	Revision Date 5/17/2024

2. REQUIREMENTS OF POSITION

Check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required | <input type="checkbox"/> Call Center/Counter Environment |
| <input type="checkbox"/> May be Required to Work in Multiple Locations | <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check |
| <input type="checkbox"/> Requires DMV Pull Notice | <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) |
| <input type="checkbox"/> Travel May be Required | <input type="checkbox"/> Other (<i>specify below in Description</i>) |

Description of Position Requirements (*e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.*)

Click here to enter text.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement (Briefly describe the position's organizational setting and major functions)

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Business Technology Management | <input type="checkbox"/> IT Project Management | <input checked="" type="checkbox"/> Client Services |
| <input type="checkbox"/> Information Security Engineering | <input type="checkbox"/> Software Engineering | <input type="checkbox"/> System Engineering |

Under general supervision of the Information Technology (IT) Supervisor II, the IT Associate will serve as a technical resource in the maintenance, operation, and enhancement of the Accounting & Compliance Enterprise System (ACES) - a Commercial-Off-The-Shelf (COTS) system in the areas of hardware/software integration, data management, change and release management processes, and infrastructure security. Utilizing project management concepts, coupled with their knowledge and skills identified below, the incumbent will also support major projects involving infrastructure refresh and application upgrades, as well as smaller scaled projects isolated to the system itself.

The IT Associate performs/provides technical analysis and configuration activities in support of highly critical transaction processing activities. A critical function of this job is to analyze an incident or defect to understand its root cause. Participates in task planning with external service groups outside of ACES related to technical solutions. The incumbent provides support for the change control process and assists with implementation of service packs, system performance, project initiatives, and other technical analyst related tasks.

The incumbent contributes toward the growth of the ITB into a customer-focused service organization by following Branch cultural principles and by providing constructive feedback to others within the Branch regarding the application of those principles

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name (Print)

Click here to enter text.

Employee's Signature

Date

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.

Supervisor's Name (Print)

Click here to enter text.

Supervisor's Signature

Date

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

Duties meet class specification and allocation guidelines.

PMG Analyst initials

Date approved

dmg

6/10/2024

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

Click here to enter text.

**** AFTER SIGNATURES ARE OBTAINED:**

- SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE
- PROVIDE A COPY TO THE EMPLOYEE