



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

INFORMATION SYSTEMS MANAGER

Job Number: 20001516

Job Code: 73410V250216

Job Group: 7300 - INFORMATION MANAGEMENT SYSTEMS

Job Established: 06/16/1982

Job Revised: 02/16/2025

Grade: 18 Salary (MIN - MID):

\$31,497-\$47,246 - Hourly

\$5,118.26-\$7,677.48 - 37.5 Hr. Monthly Salary

\$5,459.48-\$8,189.32 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$47,246 - Hourly

\$7,677.48 - 37.5 Hr. Monthly Salary

\$8,189.32 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides overall management of an Information Technology (IT) branch in the execution of information technology initiatives; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree OR a graduate of a college or university with an associate's degree in IT or related field OR certification in an IT related field.

EXPERIENCE, TRAINING, OR SKILLS:

Five years of professional experience in computer programming, systems analysis, systems support, or computer operating systems.

Substitute EDUCATION for EXPERIENCE:

A master's degree in computer science will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Two years of additional experience in computer programming, systems analysis, computer operations, business or public administration, statistics, research, or a related field will substitute for the education requirement.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises first-line supervisors and personnel engaged in data processing services. Assigns computer service requests and ensures adherence to standards and deadlines. Conducts detailed cost analyses of these requests developing comprehensive financial reports for informed decision-making. Provides critical management support. Contributes to the planning, design, and implementation of computer systems factoring in technical, fiscal, and staffing resources. Collaborates with organizational counterparts, ensuring the compatibility of initiatives across IT specialties. Acts as a liaison with vendors and monitors compliance with service contracts. Recommends hardware and software acquisitions and actively participates in budget preparation. Utilizes negotiation skills to find mutually acceptable solutions and ensures timely conflict resolution to prevent escalation, fostering team cohesion. Promotes continuous improvement and innovation. Encourages creativity and explores new technologies or methodologies to enhance efficiency. Provides regular updates on IT operations, projects, and initiatives, presenting insightful reports detailing key performance indicators, achievements, and areas for improvement. Implements strategies to optimize processes and workflows. Maintains clear and effective communication with subordinates, higher-level management, and stakeholders. Develops and enforces procedures, standards, and internal controls within the specialty area ensuring compliance and taking corrective action as necessary. Coordinates data processing training activities and programs for the department, acts as a liaison with vendors, ensures compliance, and actively participates in budget preparation. Performs strategic planning and oversees the execution of IT initiatives, driving organizational goals and ensuring compliance. Assigns and monitors project progress, conducts detailed cost analyses, and provides critical management support. Reviews and approves all expenditures in the branch.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.