



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## INFORMATION SYSTEMS MANAGER

Job Number: 20001516

Job Code: 73410V160116

Job Group: 7300 - INFORMATION MANAGEMENT SYSTEMS

Job Established: 06/16/1982

Job Revised: 07/01/2018

Grade: 17	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$24,055-\$31,869 - Hourly	NONE
	\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary	NONE
	\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary	NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>.

### **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.*

Manages the employees and activities of a data processing branch. Responsible for the development, installation and operation of data processing hardware and/or software or manages the data processing training activities and programs for the department; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Five years of professional experience in computer programming, systems analysis, systems support, or computer operating systems, or requisite skills. The experience, training, or skills requirement cannot be met with only requisite skills.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in computer programming, systems analysis and/or computer operations will substitute for the bachelor's degree requirement on a year for year basis. Experience in business or public administration, statistics, research or a related field will substitute for the bachelor's degree requirement on a year for year basis.

#### **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 other employees involved in providing data processing services. Assigns computer service requests to supervisors or appropriate personnel. Reviews completed work and ensures that all standards, specifications and deadlines have been met. Conducts cost analysis of computer service requests. Provides management assistance in the planning, design, development, implementation, installation and maintenance of computer systems. Prepares operating budget for the branch. Interprets and enforces departmental policies and procedures. Reviews and approves all expenditures in the branch. Prepares reports on the status of projects in the branch. Develops short and long range plans for the data processing needs of state government. Coordinates the scheduling of projects. Supervises the development, coordination, and presentation of data processing training.

**UNIQUE PHYSICAL REQUIREMENTS:**

**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 appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title 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, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*