



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

COT CHANGE ANALYST SENIOR

Job Number: 21005055

Job Code: 73090V250216

Job Group: 7300 - INFORMATION MANAGEMENT SYSTEMS

Job Established: 02/16/2025

Job Revised:

Grade: 13 Salary (MIN - MID):

\$20,549-\$30,824 - Hourly

\$3,339.22-\$5,008.90 - 37.5 Hr. Monthly Salary

\$3,561.84-\$5,342.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$29,339 - Hourly

\$4,767.60 - 37.5 Hr. Monthly Salary

\$5,085.44 - 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.*

Oversees the Change Control process within the Commonwealth Office of Technology (COT). Assesses change requests to Information Technology (IT) systems, infrastructure, processes, and procedures to determine impact for implementation. Maintains Change Control documentation and data analysis to identify trends, issues, or areas for improvement; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Three years of experience in an information technology field.

Substitute EDUCATION for EXPERIENCE:

Additional education in computer science, business or public administration, or a related field will substitute for required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Additional information technology (IT) experience will substitute for the education requirement on a year- for-year basis OR certification in an IT related field will substitute for the required education.

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.*

Assesses proposed change requests to IT systems or processes, evaluating their potential impact to existing infrastructure, security, or operation. Conducts post-implementation reviews to document the success of changes and identify any issues or improvements needed. Facilitates daily and/or weekly change control meetings. Collaborates with other team members to improve best practices, standards, and processes for Change Control tools and functions. Tracks and updates the progress of a change request in the Forward Schedule for Change (FSC), Customer Advisory Meeting (CAM), and Daily Report and Update Meeting (DRUM). Develops Change Control reports as necessary for management to track requested change metrics. Provides guidance and mentorship to entry level Change Analysts, sharing knowledge and best practices to support their professional development.

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.*

Work is typically performed in an office setting or in a virtual office environment. Minimal travel may be required.

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.