



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

IT ASSET MANAGEMENT ANALYST SENIOR

Job Number: 21005073

Job Code: 73500V250216

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.*

Within Commonwealth of Technology (COT) and non-consolidated agencies, oversees the Information Technology (IT) asset management for the lifecycle of IT-related tangible hardware assets across the organization. Collaborates with internal and external organization staff to coordinate receiving, documenting, and importing assets into the asset tracking system as well as the disposal of assets upon retirement. Conducts audits to ensure inventories are accurate and accountable; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High School graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Two years of experience in managing IT-related tangible asset lifecycle or a related field.

Substitute EDUCATION for EXPERIENCE:

Additional education in IT or a related field will substitute for the experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Additional experience in managing IT-related tangible asset lifecycle in an IT or a related field will substitute for the education 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.*

Responsible for contributing to and the development of processes and procedures to account for and manage the lifecycle of IT tangible hardware assets across the organization. Coordinates the receiving, documenting, and importing of IT assets into the asset tracking system as well as the disposal of assets upon retirement. Collaborates with agency support staff as well as staff within the organization to conduct periodic audits to ensure inventories are accurate and accountable. Provides technical support on complex asset-related issues and inquiries. Provides technical support on asset related issues and inquiries. Utilizes the current Hardware Asset Management system to monitor, track, and review assigned tickets and tasks. Performs asset receiving functions to ensure orders are accurately received and accounted for. Provides details on asset stages and ownership as they move through their lifecycle. Reports inventory discrepancies to upper management. Analyzes details on asset lifecycle stages and provides requested support. Provides training as it pertains to asset lifecycle procedures to users within the organization. Contribute to the creation of documentation and knowledge base articles to build a support library and aid in the overall customer support experience. Performs other duties as assigned.

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.*

Typical working conditions for a specific position may be listed on the individual position description.

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.