M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: INFORMATION SYSTEMS & TECHNOLOGY
Level B, Pay Grade 7

LEVEL DEFINITION	This level covers positions responsible for providing technical advice on network and system applications; or positions programming small modules in larger departmental applications according to detailed specifications.
TYPICAL RESPONSIBILITIES	May include: providing technical advice on network and system applications; providing advice to users regarding security, equipment configuration and selection of programming language; programming small modules of larger departmental applications according to detailed specifications; preparing flow charts; designing basic record and report formats; preparing programming documentation of assigned programs in accordance with prescribed standards; and assisting with management and development of trainees.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions within established guidelines regarding the application of computing devices or programs to meet set requirements or makes decisions regarding solutions to defined problems.
SUPERVISION RECEIVED	Works autonomously in accordance with general instructions as to methods and procedures. Work is reviewed in terms of achievement of desired results.
SUPERVISION EXERCISED	May manage staff and be responsible for hiring, evaluation, discipline and termination.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of two years of related experience, or the equivalent combination of education and experience.