M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: INFORMATION SYSTEMS & TECHNOLOGY
Level C, Pay Grade 8

LEVEL DEFINITION	This level covers positions responsible for consulting with users to determine programming or facility needs; designing, implementing and maintaining users' applications; or acting as Web Administrator or LAN Administrator for a large network.
TYPICAL RESPONSIBILITIES	May include: consulting with users to determine programming or facility needs; designing logic, selecting program language, defining test schedules and documenting procedures; interfacing with operating staff and client departments to ensure thorough understanding of operating systems and procedural requirements; compiling costing statistics for evaluation; making recommendations on purchase of hardware, software and network equipment; and installing and managing servers and networks.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding the conduct of independent studies and recommends the optimal application of computer systems and data processing applications to address commercial, financial and scientific problems.
SUPERVISION RECEIVED	Works with considerable latitude. Work is reviewed in terms of achievement of specific project objectives.
SUPERVISION EXERCISED	May manage staff and be responsible for hiring, evaluation, discipline and termination.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of three years of related experience, or the equivalent combination of education and experience.

Updated: August 24, 2009