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INFORMATION SYSTEMS SPECIALIST I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF COMMERCE
DIVISION OF REHABILITATION SERVICES
DDS CHARLESTON OFFICE
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: CHARLESTON DISABILITY DETERMINATION SECTION IS
RECRUITING TO FILL ONE INFORMATION SYSTEMS
SPECIALIST 1 POSITION. THIS INDIVIDUAL WILL
RECEIVE REQUESTS FOR NEW SYSTEMS AND MODIFICATIONS
TO EXISTING SYSTEMS AND CONDUCT A FEASIBILITY
STUDY TO ESTIMATE THE COST AND TIME NEEDED TO
FULFILL THE REQUEST. MONITORS THE COST OF EACH
PROJECT. WILL USE STRUCTURED OR OBJECT-ORIENTED
TECHNIQUES FOR SYSTEMS DEVELOPMENT. TRACK OWN WORK
ACTIONS AND SUBMIT REGULAR STATUS REPORTS TO THE
IT MANAGER. WILL WORK WITH DDS STAFF ON A USER
LEVEL AND ADMINISTRATIVE LEVEL. ASSIST OTHER STAFF
MEMBERS IN NAVIGATING THE VARIOUS APPLICATION
SYSTEMS. ANALYZE, DESIGN, TEST, IMPLEMENT, DEPLOY,
AND MAINTAIN COMPLEX COMPUTER SYSTEMS SUCH AS
ONLINE, MULTI-PROGRAM SYSTEMS. WILL BE A LEAD
TECHNICIAN ON HIGH LEVEL PROJECTS AND WORK WITH
AGENCY, STATE, AND FEDERAL STAFF AND VENDORS TO
IMPLEMENT PROJECTS. WILL WORK WITH THE OFFICE OF
TECHNOLOGY NETWORKING TECHNICIANS, AS WELL AS
FEDERAL STAFF FROM THE SOCIAL SECURITY
ADMINISTRATION. WILL WORK REGULARLY WITH OTHER
STATE AGENCIES ON CONNECTIVITY ISSUES. ASSIST IN
INSTALLING AND UPDATING SOFTWARE. ASSIST IN
KEEPING SERVERS AND NETWORK EQUIPMENT CURRENT ON
LATEST PATCHES, SERVICE PACKS, AND UPDATES.
ASSISTS WITH THE IMPLEMENTATION OF THE DISABILITY
CASE PROCESSING SYSTEM AND THE MAINTENANCE OF THE
SYSTEM. MUST HAVE KNOWLEDGE OF SOFTWARE
DEVELOPMENT PROGRAMMING LANGUAGES AND UTILITIES.
PERFORMS OTHER DUTIES AS ASSIGNED.
0932P00625

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED
COLLEGE OR UNIVERSITY.
SUBSTITUTION: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID PERSONAL COMPUTER OR SERVER SUPPORT EXPERIENCE MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING. SUCCESSFUL COMPLETION OF TWELVE CREDIT HOURS OR THE EQUIVALENT THEREOF OF INDUSTRY RECOGNIZED AUTHORIZED/CERTIFIED LAN ADMINISTRATION, NETWORK SERVICE/SUPPORT AND/OR NETWORK TECHNOLOGIES TRAINING MAY SUBSTITUTE FOR ONE YEAR OF THE REQUIRED TRAINING.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN INFORMATION PROCESSING, ONE YEAR OF WHICH INCLUDES PERSONAL COMPUTER SUPPORT AND/OR TRAINING.
SUBSTITUTION: TWELVE HOURS OF COMPUTER SCIENCE OR DATA PROCESSING MAY SUBSTITUTE FOR ONE YEAR OF INFORMATION PROCESSING EXPERIENCE EXCLUDING PERSONAL COMPUTER SUPPORT.
FOR FORENSIC IT SPECIALIST POSITIONS
TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH AT LEAST 20 SEMESTER HOURS IN COMPUTER SCIENCE, INFORMATION TECHNOLOGY, INFORMATION SYSTEMS ANALYSIS, INFORMATION MANAGEMENT, MATHEMATICS, COMPUTER ENGINEERING, ELECTRICAL/ELECTRONIC ENGINEERING OR OTHER DIRECTLY RELATED FIELD.
SUBSTITUTION: BACHELOR'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY AND TWO YEARS FULL-TIME OR EQUIVALENT PART-TIME PAID LAW ENFORCEMENT INVESTIGATIVE EXPERIENCE INVOLVING THE RECOVERY OF EVIDENCE FROM COMPUTERS OR OTHER STORAGE MEDIA MAY BE SUBSTITUTED FOR THE 20 SEMESTER HOURS IN THE SPECIFIC DISCIPLINES.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN INFORMATION TECHNOLOGY FORENSIC INVESTIGATIONS OR IN COMPUTER SYSTEMS ANALYSIS OF ACCOUNTING/AUDITING SYSTEMS.
SUBSTITUTION: POSSESSION OF ONE OF THE FOLLOWING CERTIFICATIONS MAY SUBSTITUTE FOR THE EXPERIENCE: A+ CERTIFICATION PERSONAL COMPUTER HARDWARE COURSE; NETWORK+ CERTIFICATION; FBI COMPUTER ANALYSIS RESPONSE TEAM (CERT) FIELD EXAMINER CERTIFICATION COURSE; OR BASIC COMPUTER FORENSIC TRAINING FROM A RECOGNIZED TRAINING FACILITY.
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SALARY: PAY GRADE 017 $36,779.04 - $68,040.96

DEADLINE: JUNE 20, 2020

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
MR. TERRY W. BLAIR
DIVISION OF REHABILITATION SERVICES
ADMINISTRATIVE OFFICE, 107 CAPITOL STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS2047 ON APPLICATION