

DATE: JUNE 11, 2020
RS2047
PAGE: 1

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.

DATE: JUNE 11, 2020
RS2047
PAGE: 2

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 (CART) FIELD EXAMINER CERTIFICATION COURSE; OR BASIC COMPUTER FORENSIC TRAINING FROM A RECOGNIZED TRAINING FACILITY.

DATE: JUNE 11, 2020
RS2047
PAGE: 3

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