

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**INFORMATION TECHNOLOGY SPECIALIST**

**JOB DESCRIPTION**

Employees in this class function as professional specialists with responsibility for unique information technology specialty area. The positions must be designated as specialists by the Appointing Authority and approved by Civil Service. Positions require advanced knowledge in the field of work and: (1) are responsible for highly complex assignments; (2) the scope of responsibility is significant; and (3) the job function has considerable impact within the specified department(s). Positions in this job typically do not supervise, but may coordinate or oversee the activities of other employees.

There are two classifications in this job.

**Position Code Title - Info Tech Specialist-3**

Information Technology Specialist 14

The employee functions as a first-level specialist.

**Position Code Title - Info Tech Specialist-4**

Information Technology Specialist 15

The employee functions as a second-level specialist.

**NOTE:** Types of specialist jobs:

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization. A specialist is the only such position responsible for the identified specialty area for the assigned department(s). Examples of identified specialty areas may include, but are not limited to:

- Client/Server Specialist
- Database Administrator
- Security Administrator/Officer
- Quality Assurance Specialist
- Disaster Recovery Specialist
- Application Development Specialist
- Data Warehousing Specialist
- Hardware/Software Specialist
- Network Engineering Specialist

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Specialist:

Performs duties of unusual significance or importance to the department.

Makes recommendations in areas of expertise.

Develops program goals and plans for implementation.

Develops alternative strategies for programs based on analysis and research in an assigned specialty area.

Serves as a technical advisor and liaison with industry, community groups, and/or governmental agencies.

Oversees projects of significance to the department's operations.

Prepares special studies and reports.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Specialist:

Knowledge of system development methods used for the development of new systems and enhancements to existing information systems.

Knowledge of advanced concepts and basic operating principles of data communications and information systems hardware and software.

Knowledge of advanced principles, theories, techniques, and methods of information system analysis and programming.

Knowledge of data processing and data communications concepts and services.

Knowledge of contemporary and generative programming languages and techniques.

Knowledge of data communication and transaction-based processing.

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Ability to adapt, integrate, and modify existing programs or vendor-supplied packaged programs for use with existing information systems.

Ability to use programming procedures and techniques in the implementation of computer programs.

### **Working Conditions**

*None*

### **Physical Requirements**

*None*

### **Education**

Possession of a bachelor's degree with at least 21 semester (32 term) credits in one or a combination of the following: computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming, information assurance, IT project management or mathematics.

## **Experience**

### **Information Technology Specialist 14 - 15**

Three years of professional experience equivalent to an Information Technology Infrastructure or Programmer/Analyst P11 or one year equivalent to an Information Technology Infrastructure or Programmer/Analyst 12.

## **Special Requirements, Licenses, and Certifications**

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

INFTECHS

### **Job Code Description**

INFORMATION TECHNOLOGY SPECIALIST

### **Position Title**

Info Tech Specialist-3

Info Tech Specialist-4

### **Position Code**

INTCSPL3

INTCSPL4

### **Pay Schedule**

NERE-265

NERE-266

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07/03/2016