

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Information Technology Apprentice

SERIES NUMBER

6991

MAJOR AGENCIES

Administrative Services

EFFECTIVE

08/18/2019

SERIES PURPOSE

The purpose of the Information Technology Apprentice is to work toward acquiring the knowledge, skills and abilities required to perform entry-level duties in information technology program areas including but not limited to: software engineering/development, data analytics/business intelligence, database administration, network, IT security, and help desk/customer support.

JOB TITLE

Information Technology Apprentice

JOB CODE

69910

PAY GRADE

29 Step 1

EFFECTIVE

08/18/2019

CLASS CONCEPT

The apprentice class works under immediate supervision & requires some knowledge of information technology in order to work toward acquiring the knowledge, skills and abilities required to perform entry-level duties & assist staff in information technology program areas including but not limited to: software engineering/development, data analytics/business intelligence, database administration, network, IT security, and help desk/customer support.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
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JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Under direct guidance and supervision, works toward acquiring the knowledge, skills and abilities required to perform entry-level duties within an assigned information technology program area team: serves as an apprentice to designated staff learning core information technology competencies; attends training courses relevant to assigned information technology program area; assists assigned information technology program area team with daily tasks.

Performs other related duties as needed including: representing the agency and assigned program area to internal and external customers; scheduling meetings, preparing agendas, and taking meeting notes; providing project support for enterprise system projects.

MAJOR WORKER CHARACTERISTICS

Knowledge of computer science or computer information systems (e.g., applications development, programming, security, networking, desktop support, database design, systems analysis, web development); agency IT policies & procedures*; safety practices; mathematic principles relative to assigned area. Skill in hardware/software installation. Ability to carry out instructions in written, oral or picture form; use technical writing for systems documentation; understand manuals & verbal instructions, technical in nature; stay abreast of current technology;

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

1 course or 2 months experience in Information Systems/Information Technology, or a related field including but not limited to: Software Engineering/Development, Data Analytics/Business Intelligence, Database Administration, Network, IT Security and Help Desk/Customer Support

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Must participate & complete agency apprenticeship program.

UNUSUAL WORKING CONDITIONS

Incumbents will serve a defined-term of no more than two years in this classification; an evaluation period will be conducted after three months of employment;