<table>
<thead>
<tr>
<th>STATE OF OHIO (DAS)</th>
<th>CLASSIFICATION SERIES</th>
<th>SERIES NUMBER</th>
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<tr>
<td>CLASSIFICATION</td>
<td>Information Technology Apprentice</td>
<td>6991</td>
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<tr>
<td>SPECIFICATION</td>
<td>Administrative Services</td>
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**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.

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<tr>
<th>JOB TITLE</th>
<th>JOB CODE</th>
<th>PAY GRADE</th>
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<tr>
<td>Information Technology Apprentice</td>
<td>69910</td>
<td>29 Step 1</td>
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**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.
JOB TITLE  |  JOB CODE  |  B. U.  |  EFFECTIVE  |  PAY GRADE
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Information Technology Apprentice  |  69910  |  14  |  08/18/2019  |  29

**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;