Class Options for ITS 2-3-4-5

HR staff should consult their agency CIO or appropriate IT Manager to determine the correct Options category for their position. Please complete and return this form with the Job Audit Request materials.

PCN: ___________________________ Campus HR Contact: ___________________________

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<th>Option Code</th>
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<td>1175</td>
<td>Application</td>
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<td>1173</td>
<td>IS Planning</td>
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<td></td>
<td>1393</td>
<td>Project Management</td>
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<td>1174</td>
<td>Data Systems</td>
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<td>1634</td>
<td>GIS Technology</td>
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<td>1175</td>
<td>Application</td>
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<td>1794</td>
<td>Business Analyst</td>
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<td>1176</td>
<td>Network</td>
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<td>1177</td>
<td>Systems Software</td>
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<td>Info Security</td>
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<td>Object-Oriented</td>
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<td>1794</td>
<td>Business Analyst</td>
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Definitions

1173: IS Planning
Develop and maintain information architecture and strategic information systems. High-level data, process, event and object modeling.

1174: Data Systems
Database management systems administration. Logical/physical database design, development, maintenance and modification (e.g., Oracle, Sybase Informix, DB2).

1175: Application
Application requirements, analysis and specifications development, functional/process design, technical design, software development/maintenance, systems testing and systems implementation. Application programming (program development, enhancement and maintenance), development of program specifications; design, code, test/debug and document structured computer programs.

1176: Network
Analyze network performance; provide technical support to LAN administrators; define and implement equipment configurations; create configuration documentation; test and evaluate new services arrangements and network equipment. Design work on multi-protocol networks. Plan and design network configurations and manage network performance for multiple network services including the following: backbone, SNA, router and X.25 service, desktop hardware, server hardware, dial-up access and video. Develop implementation plans for new network services, establish performance objectives, design systems, research and select equipment and software. Develop and direct network naming protocols.

1177: Systems Software
Evaluate, install, modify, maintain and upgrade system software (e.g., network operating system, computer operating systems, database management and/or telecommunication/network control). Assess system performance and tune. Troubleshoot problems (delayed response, amends/aborts, crashes); determine whether problem is hardware or software related, identify and resolve. Network systems software examples include: UNIX, MVS, Novell Netware, Windows NT, and AS400.
Class Options for ITS 2-3-4-5

1393: Project Management
This option will be responsible for independently managing the design, development and implementation of large IT projects of medium complexity and risk. The projects directed by this level are usually confined to single service development or legacy/mature technologies within a single location or agency. The position will be responsible for identifying project team needs and negotiating project team member participation in the project. The position will direct project team members in the development, implementation and documentation of detailed project plans to establish or revise/update information technology solutions to meet identified needs. It will negotiate/re-negotiate timelines, project scope and resource allocations with project sponsors and clients.

The position will apply knowledge of information technology systems, hardware, networking and applications development to develop and document project scope, develop project cost estimates, identify risks, establish timelines, determine action steps, track project development and assign and evaluate team members’ work.

Applicants applying for positions assigned to this option must possess 1) A Master’s degree in Information technology or project management; 2) a Bachelor’s degree plus Information Technology or project management plus at least one year professional experience in IT project management 3) two years’ experience in IT project management or 4) three years’ experience in Information Technology which demonstrates broad knowledge and proficiency in at least three of the following areas: voice, data, video, distributed computing, mainframe server maintenance and operation, e-commerce, IT security, application development, database administration and/or desktop support.

The applicant will be expected to obtain certification in Project Management through the Project Management Institute within two years of hire.

1634: GIS Technology
Work focuses on support of business users and systems development staff through the application of Geographic Information Systems (GIS) technologies. Work requires a thorough understanding of GIS analytical methods, cartographic techniques, and software expertise.

1745 Information Security
Professionals with this option have a detailed understanding and keep abreast of changes to generally accepted security principles, standards, and legal compliance issues. They are able to identify both strategic and tactical security risks and assess the criticality of those risks in relation to agency business functions. Architecting and managing robust security solutions to address security risks using proven project management techniques is a critical attribute of an information security professional. Also, information security professionals must maintain and continually evaluate the ongoing effectiveness of security solutions as conditions change. Finally, providing advice and guidance on security solutions is an important aspect of an information security professional’s duties.

Core disciplines of information security professionals include information security risk management and governance, policy and standard based frameworks, information security monitoring, intrusion detection, log and event management, computer forensics, vulnerability and threat management, penetration testing, secure system and network design, security-related regulatory compliance (i.e. PCI, HIPAA, etc.) identity and access management and continuity of operations planning.

1786: Object-Oriented
Uses a class of programming languages and techniques based on the concept of “objects.”

Objects are data structures encapsulated with a set of routines which operate on the data.
Class Options for ITS 2-3-4-5

Technology specialists may perform application program and specification development/may design, code, test, debug and document; may do systems design, testing and implementation or a combination of these functions. Work is performed in an object-oriented paradigm.

Allocation considerations: Consider multiple aspects of the work, especially the technology platform, analysis methods and business design. Positions placed in this option must be working within this platform as the major part of the job. Consult agency CIO or appropriate IT Manager to determine whether the platform and essential work support placement in this option.

Software “objects” combine processes and related data. Work involves using “object-oriented” software engineering technology (methods, languages/tools and structures) to analyze; design or model; specify; develop, enhance, modify or maintain (i.e. program); test, debug or troubleshoot; and document. “Fast development” approaches (e.g., RAD, prototyping) may incorporate object-oriented (component-based) development techniques, or may use integrated design and development techniques that are not object-oriented.

Some programming languages are more frequently used in the object-oriented environment. Because there can be exceptions to the languages identified below, it is critical the HR representative have dialogue with the appropriate IT Manager regarding the specific way the language is used in the application. Programming languages representative, but not all inclusive, typical to the object-oriented platform: VB.NET, ASP.Net, JAVA, Simula, Smalltalk, Modula-3, Self, Eiffel, Sather, C++, Ada 95, CLOS, SOOL, Objective C, C#, Object Pascal (Delphi), etc.

1794: Business Analyst

The Business Analyst position performs business analysis functions using a set of tasks and techniques to successfully act as a liaison among stakeholders in order to understand the structure, policies and operations of an organization and to be able to recommend solutions that enable projects to be successful and goals to be met. In particular, this includes participating in requirements gathering sessions to analyze, define and document business processes, software requirements, data management systems and development of specifications for technology initiatives.

The Business Analyst works as a liaison between IT and business representatives, analyzing business activities and presenting the findings for analysis of solutions to purchase, implement, or develop. The Business Analyst works with development team members by collaborating on the development, testing, deployment and adoption of solutions. The Business Analyst also communicates and consults with system user populations concerning system changes and implementation planning for changes and releases.

The incumbent will participate in and practice: Business Analysis Planning and Monitoring; Elicitation; Requirements Management and Communication; Enterprise Analysis; Requirements Analysis; and Solution Assessment and Validation using industry best practices for and generally accepted standards outlined in the Business Analysis Body of Knowledge (BABOK) (or equivalent industry standards and best practices and by MN.IT).