



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

SYSTEMS CONSULTANT IT

Job Number: 20001513

Job Code: 73350V160116

Job Group: 7300 - INFORMATION MANAGEMENT SYSTEMS

Job Established: 06/16/1982

Job Revised: 01/16/2016

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Analyzes requests for information technology development and prepares long range information technology plans across agency organizational business lines. Provides analytical support for large-scale development projects including overall system design and integration; OR Analyzes requests for training and /or plans, coordinates or develops highly complex training programs for information technology personnel; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of professional experience in computer programming, systems analysis, systems support and/or computer operating systems.

Substitute EDUCATION for EXPERIENCE:

Related technical or vocational training will substitute for the bachelor's degree requirement on a year-for-year basis. A master's degree in computer science will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Experience in computer programming, systems analysis and/or computer operations will substitute for the bachelor's degree requirement on a year-for-year basis. Experience in business or public administration, statistics, research or a related field will substitute for the bachelor's degree requirement on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Works with user agencies in the planning of information technology resource utilization. Serves as project leader or provides analytical support to information technology management in the integration and design of large-scale development projects. Analyzes project requests for selection of packaged software, new computer development and/or major system modifications. Prepares feasibility study documents, long range information technology plans and summaries of agency project requests and other reports resulting from the analysis of requests for information technology services. Plans, develops, coordinates or presents highly complex information technology training. Analyzes user problems and makes recommendations for solutions. Develops and makes presentations to agency heads and information technology management explaining the planned and actual utilization of information technology resources. Monitors plans and products developed by contract consultants and other information technology staff. Provides leadership and/or assistance in the formulation of contractual relationships with vendors, such as Request for Project Services Proposals (RPS), Service Level Agreements, Enterprise Licensing Agreements, Scope of Work documents, Business Cases, Request for Proposals (RFP) and/or evaluation methodologies. Provides technical assistance to systems analysts, programmer analysts, business analysts and /or contract consultants in the development and integration of computer systems to enable the business processes of user agencies.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting or in a virtual office environment.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.