

JVA PROCEDURES

EPA0158783

Programs must comply with the Job Vacancy Announcement Submission and Advertisement s

Programs must submit a hardcopy of the Job Vacancy Announcement utilizing the Excel temp on DPM's website. In addition, programs must email a copy of the JVA to the assigned Hun Analyst.

Comply with the employment, recruitment and selection policies and the requirements of appl Nation, State, and Federal Laws.

In defining the duties and responsibilities of the vacant position each position description is t specific. **DO NOT copy from class specification word for word.**

Programs who wish to re-advertise a position may do so by submitting a written reques accordance with the JVA Submission and Advertisement Schedule.

Under the direct supervision of the Manager of the Public Water Systems Supervision (PWSS) Program, can difficulty involving; installation, testing, configuration, operation and maintenance of computer hardware, so networking systems, database and other information systems; and providing help desk support to the program

Contact Person: Yolanda Barney Telephone: 928-871-7755

• An Associate's degree in Computer Science or related field; and two (2) years of experience in information system
Prepared by: Yolanda Barney Title: Env. Program Mgr. Date:

Approved by: Ronnie Ben

Title: Env. Department Mgr. Date: _____

Must possess a valid state driver's license.

FOR PERSONNEL USE ONLY

Knowledge of computer hardware, software, networking, database, network node software, and GIS; skill in soft
ACCESS database, Excel, computer programming, troubleshooting various computer hardware & software prob

Occupied? _____ Status Code: _____ Name: _____

Classified Title: _____

Reviewed by: _____ Date: _____

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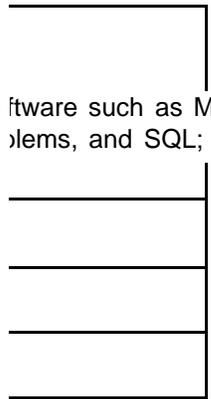
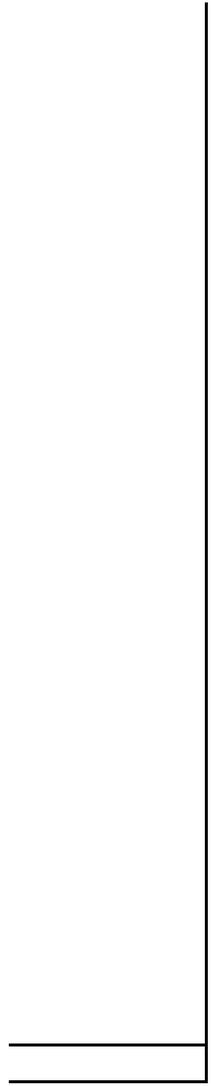
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