

Name: _____

Date: _____

(mm/dd/yy)

Kansas Judicial Branch Information Technology Job Duties Worksheet

Prior to updating the position description for the employee, both the rater and the employee should *independently* review the following list of job duties. Place the letters *n/a* in the *not applicable* column next to any duties that will not be part of the employee's job responsibilities during the evaluation period. Also indicate in the spaces provided in the appropriate duty category, any duties that the employee performed during the evaluation period that are not listed. After the rater and employee have each reviewed the list, they should meet and resolve any discrepancies prior to the rater evaluating the employee's performance.

<i>Not Applicable</i>	Duties
	Supervision Duties
_____	Developing and implementing employee training and development
_____	Evaluating employees
_____	Disciplining employees
_____	Managing employee leave
_____	Providing guidance and information to staff
_____	Developing policies and recommending procedures
_____	_____
_____	_____
	Human Resources and Personnel Duties
_____	Recruiting and hiring
_____	Managing timesheets
_____	Completing, submitting and maintaining other personnel and payroll documentation
_____	Handling grievances and complaints
_____	Making staffing recommendations (number of personnel, distribution of personnel, etc.)
_____	Ensuring staff coverage on a daily basis
_____	_____
_____	_____
	Fiscal and Budget Duties
_____	Managing temporary position hours
_____	Purchasing
_____	Assisting with preparing grants
_____	Assisting with preparing county budget
_____	Preparing vouchers on a timely basis
_____	Creating court budget for hardware and software
_____	Evaluating lease and purchase arrangements for systems
_____	Selecting lease and purchase arrangements for systems
_____	_____
_____	_____
	Strategic Planning Duties
_____	Planning for future technology needs
_____	Planning for future equipment needs
_____	Planning for future training needs
_____	_____
_____	_____

Information Technology Job Duties Worksheet

Not
Applicable

Duties

Programming and Applications Support Duties

- _____ Adhering to programming, design and language standards
- _____ Documenting program changes and program flows
- _____ Ensuring program documentation and testing are completed
- _____ Enhancing and modifying applications
- _____ Implementing design changes
- _____ Troubleshooting hardware and vendor software applications
- _____ Troubleshooting hardware issues related to software problems
- _____ Resolving hardware and software problems
- _____ Managing projects
- _____ Assisting others in programming and problem solving areas
- _____ Working with end users to define program needs
- _____ Training end users
- _____ Coordinating interaction of data processing staff with staff from other offices

Systems Analysis Duties

- _____ Coordinating hardware and software upgrades
- _____ Completing equipment and software needs assessments
- _____ Maintaining secure information technology environment
- _____ Maintaining disaster recovery system
- _____ Interacting with outside agencies, consultants and vendors
- _____ Verifying jobs are completed, tested and properly installed
- _____ Ensuring end user satisfaction
- _____ Keeping abreast of current technology
- _____ Evaluating new technology for court use

Public Relations Duties

- _____ Serving as information resource to public, court, staff, and OJA

Technology Duties

- _____ Coordinating technology between departments or courts
 - _____ Assessing technology needs
 - _____ Managing technology training
 - _____ Providing telecommunications support
 - _____ Maintaining telecommunications systems
 - _____ Implementing telecommunications software
 - _____ Tracking maintenance contracts
 - _____ Monitoring and maintaining information technology security policies
 - _____ Updating information technology security policies
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