

Internet and Information Technology Positions Descriptions HandiGuide®

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2025 Edition

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Job Progression

All the position descriptions that are presented in this book have been developed over several years. In our work, we have found that there are typically four to five levels of “competence” for a single job function. The levels that we have found that are the most consistent across the organization and industry lines are:

- ▶ Intern or Entry-Level – the position description requires the level of competence that a new employee with little or no experience brings to the position. Over time the individual will gain experience and knowledge from the work environment or training.
- ▶ Associate Level - Full use and application of standard principles, theories concepts, and techniques associated with the position.
- ▶ Position Level - Wide application of the principle, theories, and concepts in the field plus a working knowledge of other related disciplines associated with the position.
- ▶ Senior Level - Applies extensive knowledge as a generalist or specialist with working expertise in all job functions associated with the position.
- ▶ Specialist Level - Applies advanced principles, theories, and concepts. Also, contributes to the development of new principles and concepts associated with the position.

The Job progression matrix that follows can help utilize these concepts to create additional position descriptions as they are needed.

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Job Progression Matrix

Competency Progression	Intern Level	Associate Level	Position Level	Senior Level	Specialist Level
Job Knowledge	Limited use and/or application of basic principles, theories and concepts.	Full use and application of standard principles, theories and concepts and techniques.	Wide application of principle, theories and concepts in the field plus working knowledge of other related disciplines.	Applies extensive knowledge as a generalist or specialist with working expertise of all job functions.	Applies advanced principles, theories and concepts. Contributes to the development of new principles and concepts.
Problem Solving	Provides solutions to problems of limited scope and mostly routine nature.	Provides solutions to a variety of problems that are routinely encountered under normal business activity.	Provides solutions to a wide range of difficult problems. Solutions are imaginative, thorough and practical.	Develops solutions to complex problems which requires the use of ingenuity and creativity. Performs proactively and prevents recurrence whenever possible.	Works on unusually complex problems and provides solutions which are highly innovative and ingenious achieving quality and work process improvements.
Leadership	Leads self and demonstrates willingness to accept responsibility.	Leads self and peers by conduct and example.	Leads peers and subordinates with positive attitude of accomplishment.	Leads teams and individuals with ability to mentor both and affect improvements.	Leads teams, individuals and processes with ability to affect significant improvements.
Project Management	Performs project tasks as directed demonstrating a sense of urgency.	Performs project tasks as directed. Meets assigned schedules with good overall quality.	Meets assigned task schedules and participates in overall quality review of own and other's work.	Plans, monitors and reviews tasks for adherence to schedule and overall quality. May lead projects and assign staff.	Plans, monitors and reviews tasks for adherence to schedule and overall quality. Leads projects and assigns staff.
Self-Management	Work is closely supervised. Follows specific, detailed instructions.	Works under general supervision. Follows established procedures. Work is reviewed for soundness of judgment and overall quality.	Works under only very general direction. Independently determines and develops approach to priorities. Work is reviewed upon completion for adherence to direction.	Work is performed without appreciable direction. Exercises considerable latitude in determining objectives of assignment. Completed work is reviewed from a relative standpoint.	Works under self-direction toward pre-determined long term goals. Assignments are often self-initiated. Plans and pursues courses of action necessary to obtain desired results. Work checked through consultation and agreement with others rather than formal review by superiors.
Contribution	This is a sample of the final product and these pages are for your review and are protected by Janco's copyright. https://e-janco.com				Delivers at a high level of competency in one or more core technologies, business processes and management disciplines. Demonstrates good tactical and strategic critical thinking.
Communication					Serves as the departmental spokesperson on specific projects and processes. Acts as a consultant on the feasibility and implementation of new technologies and processes as well as ongoing business activities.

Termination Checklist

Employee Termination Checklist

Employee Name	_____	ID Number	_____
Forwarding Address	_____	Last Day Worked	_____
Phone Number	_____	Department	_____
Supervisor	_____		

Instructions: Place your initials and next to the action taken

Termination Type

☐ **Voluntary Termination**

_____ Written Resignation Letter

☐ **Other :** _____

_____ Supporting Documentation

☐ **Involuntary Termination**

_____ Corrective Action Followed

_____ Employee explanation provided

_____ HR Reviewed Information

_____ Letter of termination included reasons

Reviewed with Employee

_____ Effective Date of Termination

_____ Final Pay Check

_____ Benefits

_____ How References will be handled

_____ Subsequent access to premises

Collect From Employee

_____ Keys (building, desk, etc)

_____ Badges – Security Cards

_____ Cell Phones Pagers

_____ Personal Computers

_____ Credit Cards

Give to Employee

Other

_____ Obtain list electronic access points & passwords

Notes:

_____ VPN Accounts

_____ Credit Cards

_____ Security Codes

_____ Direct Deposit

Signature _____

Date _____

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Position Description Structure

The position descriptions in this book contain information regarding a given job and its functionality within an Information Systems Organization. This includes a position purpose statement, problems and challenges of the position, an itemized list of principal accountabilities, and the authority boundaries afforded the holder of the position, job contacts of the position, specifications of experience needed for the position, and finally the career opportunities available to the position holder in the future.

Position Purpose

The Position Purpose section of the position description gives an overview of the responsibilities of the position. This provides a summary of the most important aspects and duties of the position.

Problems and Challenges

The Problems and Challenges section outline specific challenges facing the holder of the position. If these challenges are met efficiently and effectively, the opportunity for advancement to a higher position, offering greater challenges, will occur.

Essential Position Functions

If an employer uses written position descriptions, the ADA does not require that they are limited to a description of essential functions or that “essential functions” be identified. However, if an employer wishes to use a position description as evidence of essential functions, it should in some way identify those functions that the employer believes to be important in accomplishing the purpose of the job. Within this book, essential position functions have been defined for each position. There are additional factors that impact a position

All of the positions have been developed with four items to identify these essential position functions. They are:

- ▶ Principal Accountabilities,
- ▶ Authority,
- ▶ Contacts, and
- ▶ Position Requirements

Principal Accountabilities

The Principal Accountabilities section itemizes the separate duties and responsibilities of the position. This section fully details each major task or responsibility necessary to correctly perform the job function. The tasks are ranked from those most crucial at the beginning of the section to those which are more routine are listed at the end of the section.

Authority

The Authority section of the position description delineates the amount of latitude the position holder has in influencing personnel and decision making within the department. This section also outlines which departmental personnel the position holder needs to interface to successfully perform this job.

Contacts

The Contacts section of the position description identifies the primary and secondary contacts with whom this position deals on a day-to-day basis.

Position Requirements

The Position Requirements section sets forth hiring requirements for the specified position, as well as necessary educational, experiential, and other requirements necessary for the position.

Career Ladder

The Career Ladder section proposes future career track opportunities for the position holder. This provides a goal for the position holder to achieve and should, therefore, increase motivation levels.

Filename

Printed in the lower right corner on the last page of each position description is the name of the word processing file that contains the particular position description. This file is only available to firms and individual that has purchased the word processing format of this book.

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Mandated Issues

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Legal Considerations

Overseeing staffing, a hat that many CIOs wear, may mean having to make crucial decisions about hiring and policy, performance management and discipline, and employee terminations. Such decisions may affect compensation expenses and employee morale alike and may expose the company to the risk of expensive litigation. To avoid potentially costly missteps, five employment law issues should be on the radar of Hiring Managers and CIOs who oversee the staffing function.

State and Local Wage and Hour Laws

Laws governing hours of work and payment of wages are a leading source of employee claims. CIOs tend to be familiar with federal compensation laws and the laws of the state where the company's corporate IT staff is located. But the company may have satellite locations or individual employees in different states and cities that have stricter laws. For example, an employee who would be exempt from the requirement to pay overtime in the state where the company is based may be entitled to overtime pay under the laws of the state where they work.

Some states, like California, also require payment of final wages on the date of involuntary terminations, and the definition of "wages" may include sales commissions and accrued but unused vacation time. Failure to timely pay wages under state law may result in awards of multiple damages, attorneys' fees and costs, and even personal liability for certain corporate officers. Mandatory meal breaks, days of rest, compensable travel time, and city-mandated minimum wages are other examples where state and local laws may differ.

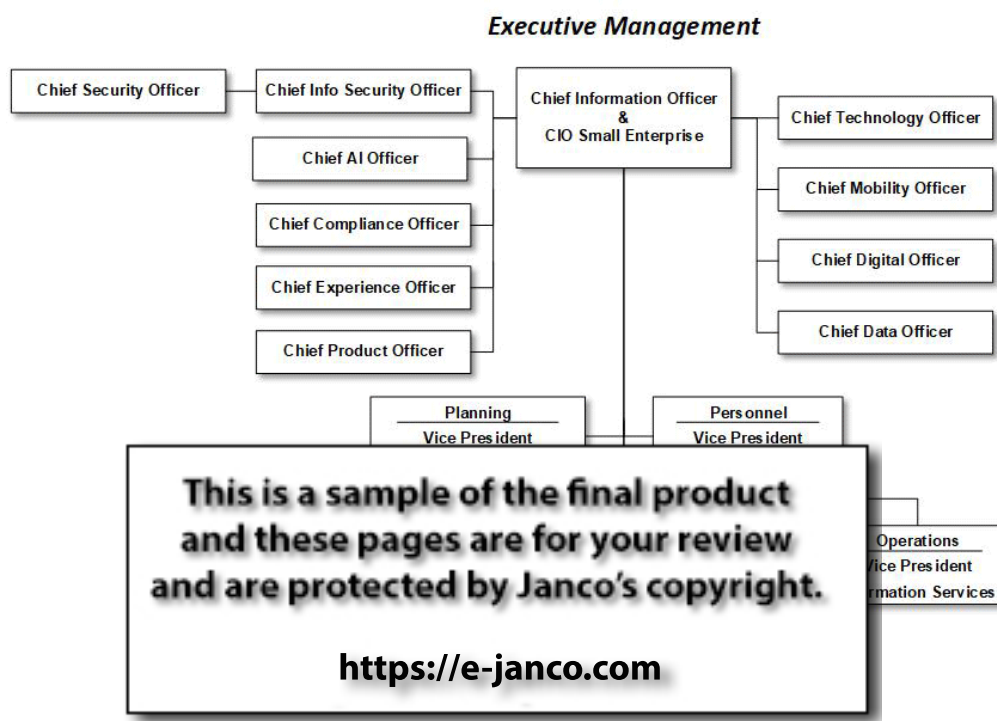
Federal, State, and Local Leave Laws

Similarly, different states and localities have laws that differ significantly from federal law. For example, some states have laws that require a company's headquarters to make decisions about leave for medical reasons or to address other issues. A good approach is to have a policy that is approved by the state, and federal laws that require a company's headquarters to make decisions about leave for medical reasons or to address other issues. protected leave and whether some portion of that leave must be paid. Once all medical leave is exhausted, the company needs to evaluate whether it must provide some additional time off as a reasonable accommodation to a disability under federal or state disability discrimination laws.

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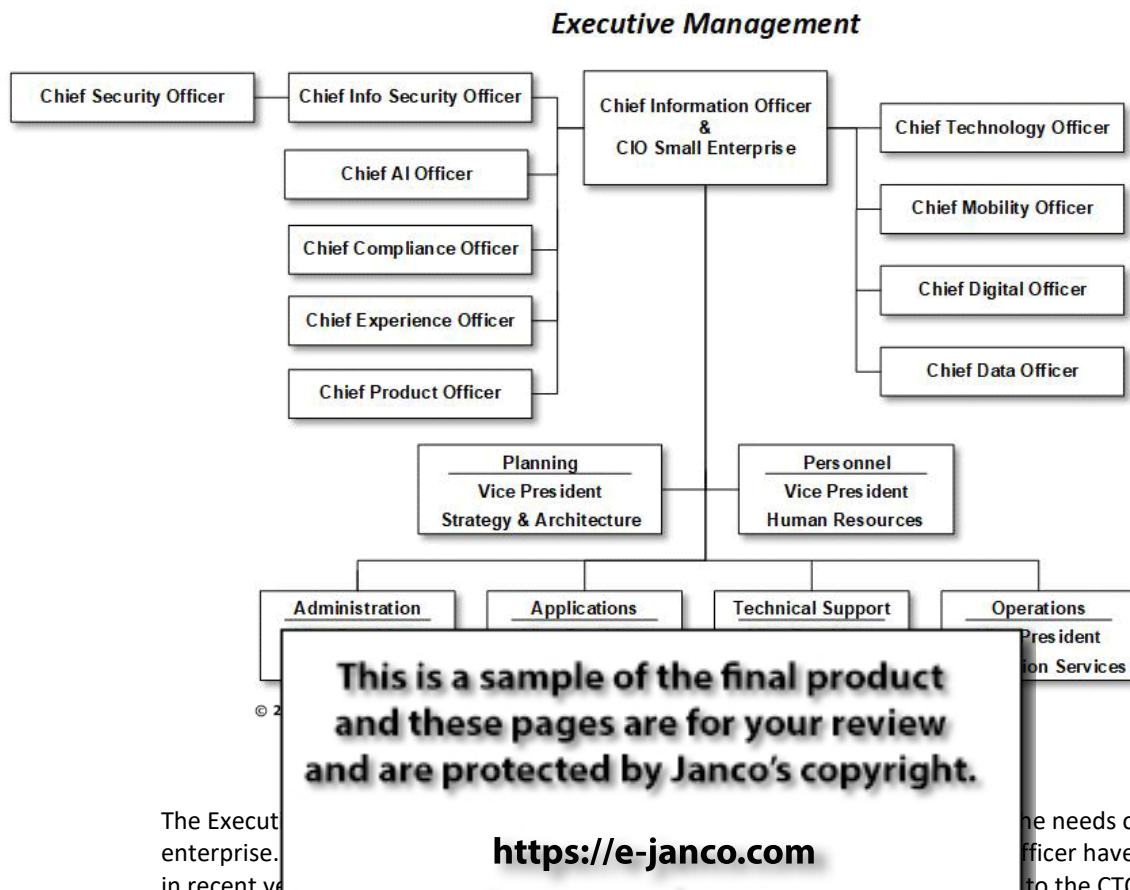
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Executive Management



Organization Chart

Organizations are structured around many styles - centralized, decentralized, distributed, and various combinations of these. We have found that most Information System organizations need to have four basic legs associated with them, no matter how or where they report. The chart that follows depicts how these functions relate to the Chief Information Officer (CIO).



The Executive Management Organization Chart (EMOC) is a tool that has been developed to help organizations understand the needs of the enterprise. In recent years, the Chief Information Officer (CIO) has appeared in many organizations, and in others they are peers. For this reason, we have depicted the CTO as being higher in rank with a dotted relationship. In some enterprises, the Chief Security Officer reports to the Chief Information Officer, among others the CSO is a peer of the CIO.

Information Technology in all organizations is comprised of five basic functions. Those functions are:

- ▶ **Planning** - All activities associated with defining the strategy, direction, and architecture for the IT function of the enterprise. This position is sometimes called the "Chief Technology Officer." In the other sections of this book, the Planning and personnel functions are combined into a single organizational entity for ease.
- ▶ **Personnel** - All activities associated with staffing, compensation, and performance appraisal.
- ▶ **Administration** - All activities associated with managing the infrastructure of Information Technology (e.g., chargeback, budgeting, audit, and compliance, etc.).
- ▶ **Applications** - All activities associated with the consulting support, design, development, implementation, and modification of programs, systems, and business operations.

Chief Information Officer (CIO)

Position Purpose

The Chief Information Officer (CIO) is accountable for directing the information and data integrity of the enterprise and its groups and for all Information Technology functions of the enterprise. This includes all data centers, technical service centers, production scheduling functions, help desks, communication networks (voice and data), computer program development, mobile device interactions, and computer systems operations. He or she is responsible for maintaining the integrity of all electronic and optical books and records of the enterprise.

The CIO reviews all computerized and manual systems; information processing equipment and software for acquisition, storage, and retrieval; and definition of the strategic direction of all information processing and communication systems and operations. He or she provides overall management and definition of all computer and communication activities within the enterprise including responsibility for providing a leadership role in the data-to-day operations of the Information Technology function as well as providing direction as the enterprise grows through internal growth and external acquisition.

The CIO interacts with the executive management team to monitor and validate the enterprise's compliance with its security policies, which includes but is not limited to Sarbanes Oxley Section 404. Also, the CIO works closely with the Chief Security Officer of the enterprise

Problems and Challenges

The major challenge for this individual is managing the information technology affairs of the enterprise with the use of technological and operational computer and growth and growth through acquisition of customer through financial statement of this position. This position in addition to an understanding of the enterprise. The position requires supervision of people at a variety of levels; internally - (enterprise staff, the board of directors, finance staff, other senior executive staff), and externally - (auditors, customers, vendors, and industry associations).

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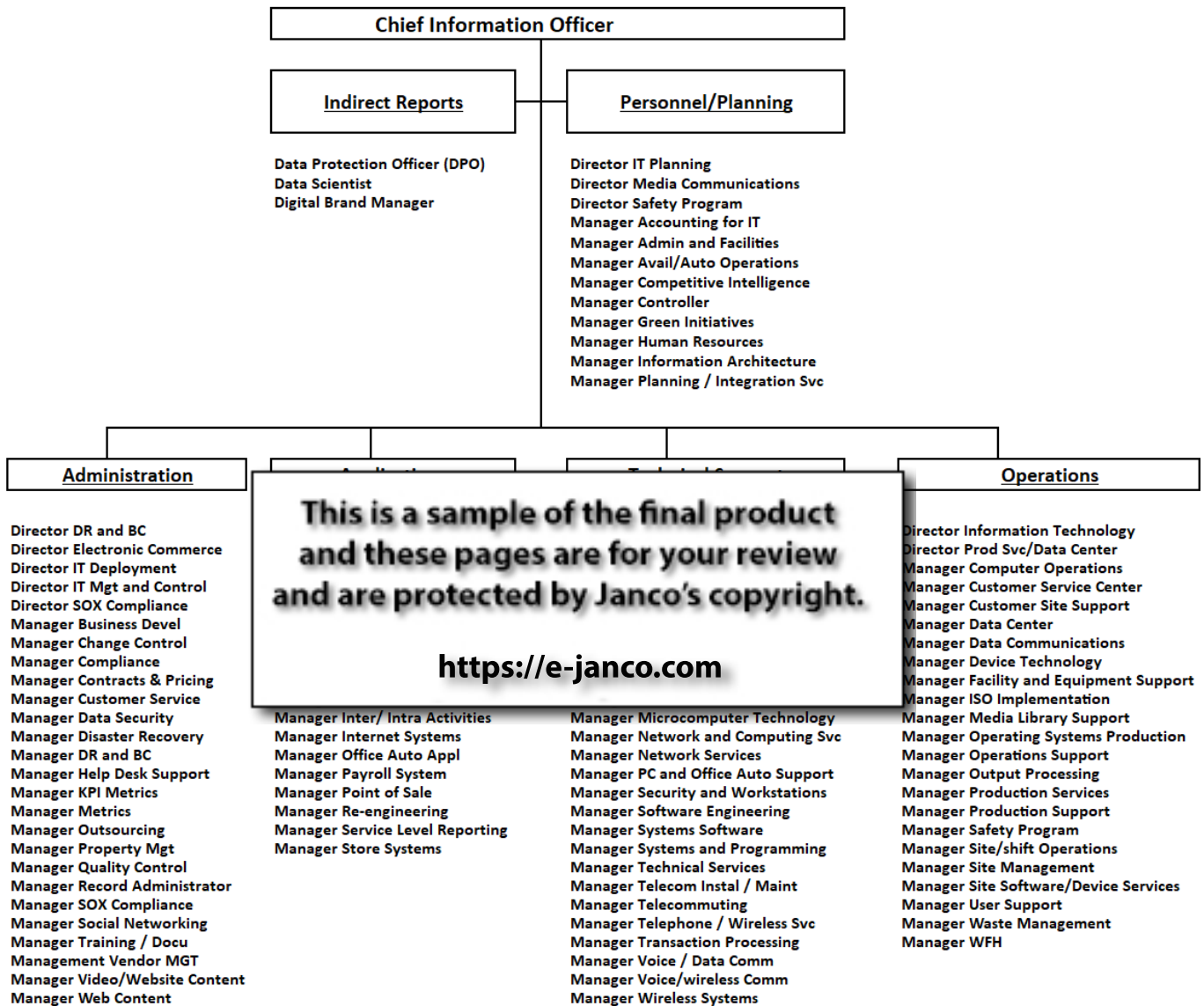
Essential Position Functions

Principal Accountabilities

- ▶ Prepares enterprise objectives and budgets to facilitate the orderly and efficient capture, storage, processing, and dissemination of information.
- ▶ Interacts frequently with all Strategic Business Unit (SBU) management on internal and external operations that are impacted by the capture, storage, processing, and dissemination of information including review and approval of all major contracts for services and equipment in both the enterprise and SBUs Information Technology groups.
- ▶ Prepares quarterly and annual reports on the operations of all Information Technology operations of the enterprise.

Senior Management

Senior Management



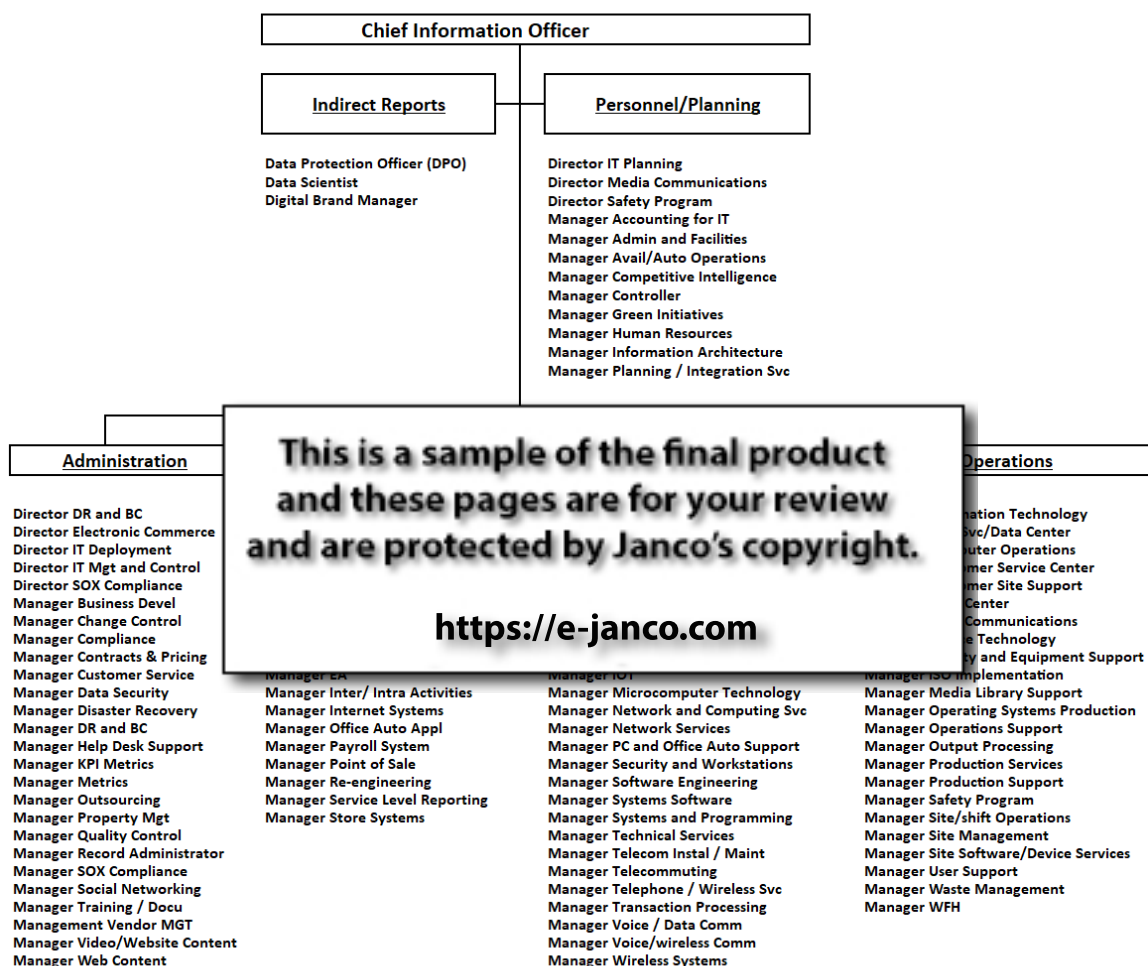
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Organization Chart

Following the model organization that was first presented in the Executive Management section of this book, we have classified all the positions in this book to report to one of the four Information Technology operating functions. The chart below depicts how the positions can be grouped to help achieve that objective.

This is not an all-inclusive list since technologies continue to change and organizations need to adapt to the ever-changing business and technology environment.

Senior Management



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Data Protection Officer (DPO)

Position Purpose

The Data Protection Officer (DPO) is responsible for monitoring, informing, and advising the controller, the processor, and the employees who carry out the processing of their obligations according to the EU's General Data Protection Regulation (GDPR) and California's CaCPA.

The DPO monitors compliance with GDPR, with other EU or Member State data protection provisions, and with the policies of the controller or processor concerning the protection of personal data, including the assignment of responsibilities, awareness-raising, and training of staff involved in processing operations, and the related audits.

The DPO must be aware of the implications of legislated requirements that impact security for the enterprise. This includes but is not limited to GDPR, Sarbanes Oxley Section 404 requirements, and ISO 2000 Standards.

The DPO has the responsibility for global and enterprise-wide data protection and compliance; he/she is also responsible for the physical security, protection services, and privacy of the corporation and its employees. The DPO works closely with the chief security officer and must have a strong working knowledge of information technology and enterprise operations.

Problems and Challenges

The major challenges for this individual include:

- ▶ Educating the company and employees on important compliance requirements
- ▶ Training employees on data protection and privacy
- ▶ Coordinating with regulatory authorities
- ▶ Selecting and managing third-party service providers
- ▶ Monitoring and assessing data protection efforts
- ▶ Managing data protection incidents
- ▶ Implementing data protection measures
- ▶ Informing employees of their rights to be forgotten, their rights to have their data erased, and what measures the company has put in place to protect their personal information

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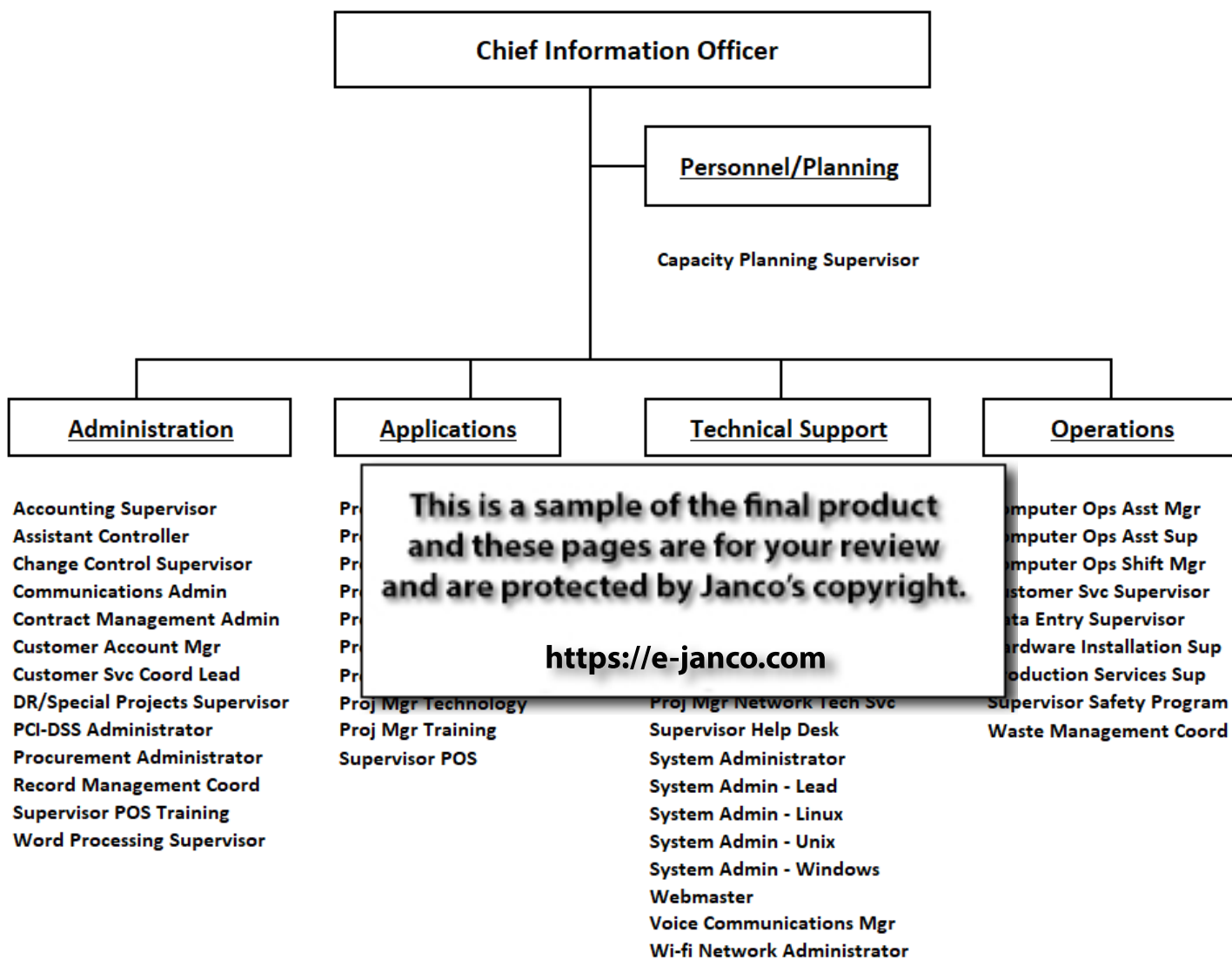
Essential Position Functions

Principal Accountabilities

- ▶ Informs and advises the controller, the processor, and the employees who carry out the processing of their obligations according to GDPR and CaCPA.
- ▶ Monitors compliance with GDPR, with other EU or Member State data protection provisions, and with the policies of the controller or processor concerning the protection of personal data, including the assignment of responsibilities, awareness-raising, and training of staff involved in processing operations, and the related audits;

Middle Management

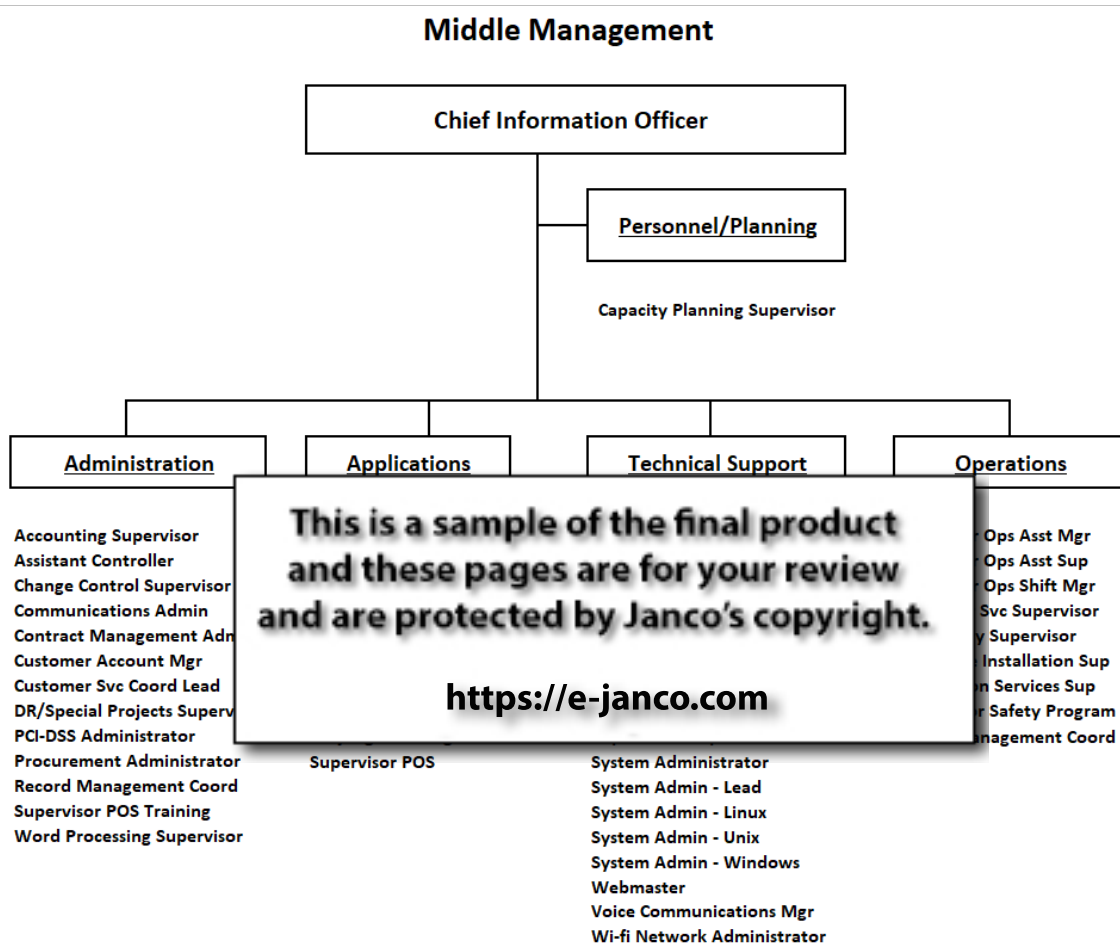
Middle Management



Organization Chart

This layer of management is often required in enterprises with Information Technology functions that have more than 100 individuals in them. In small enterprises, these responsibilities are passed both up and down the organizational structure. Looking back at the charts presented in the Executive Management and Senior Management sections of this book, you can see that the span of control cannot be expanded to the recommended levels without having “multiples” of the positions described there. In addition, some middle-level managers report directly to the CIO.

The chart below depicts how the position can be grouped to help achieve that objective.



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Accounting Supervisor

Position Purpose

The Accounting Supervisor is responsible for ensuring the accuracy and timely recording of Information Technology's accounts payable transactions; contractor payments, hardware and software purchases, license renewals, account reconciliations, and report definition and development.

The position also requires the development and implementation of accounting and operational standards, policies, and procedures that establish, maintain, and improve internal controls.

Included is facilitating enhanced utilization of the financial systems through the development and implementation of continuing education programs and training for the division and corporate staff.

Problems and Challenges

The Accounting Supervisor is challenged with managing, understanding, and developing procedures to properly report the financial health of Information Technology with a high level of reliability and compliance to Generally Accepted Accounting Principles (GAAP) and governmental regulations including Sarbanes-Oxley.

Essential Position Functions

Principal Accountabilities

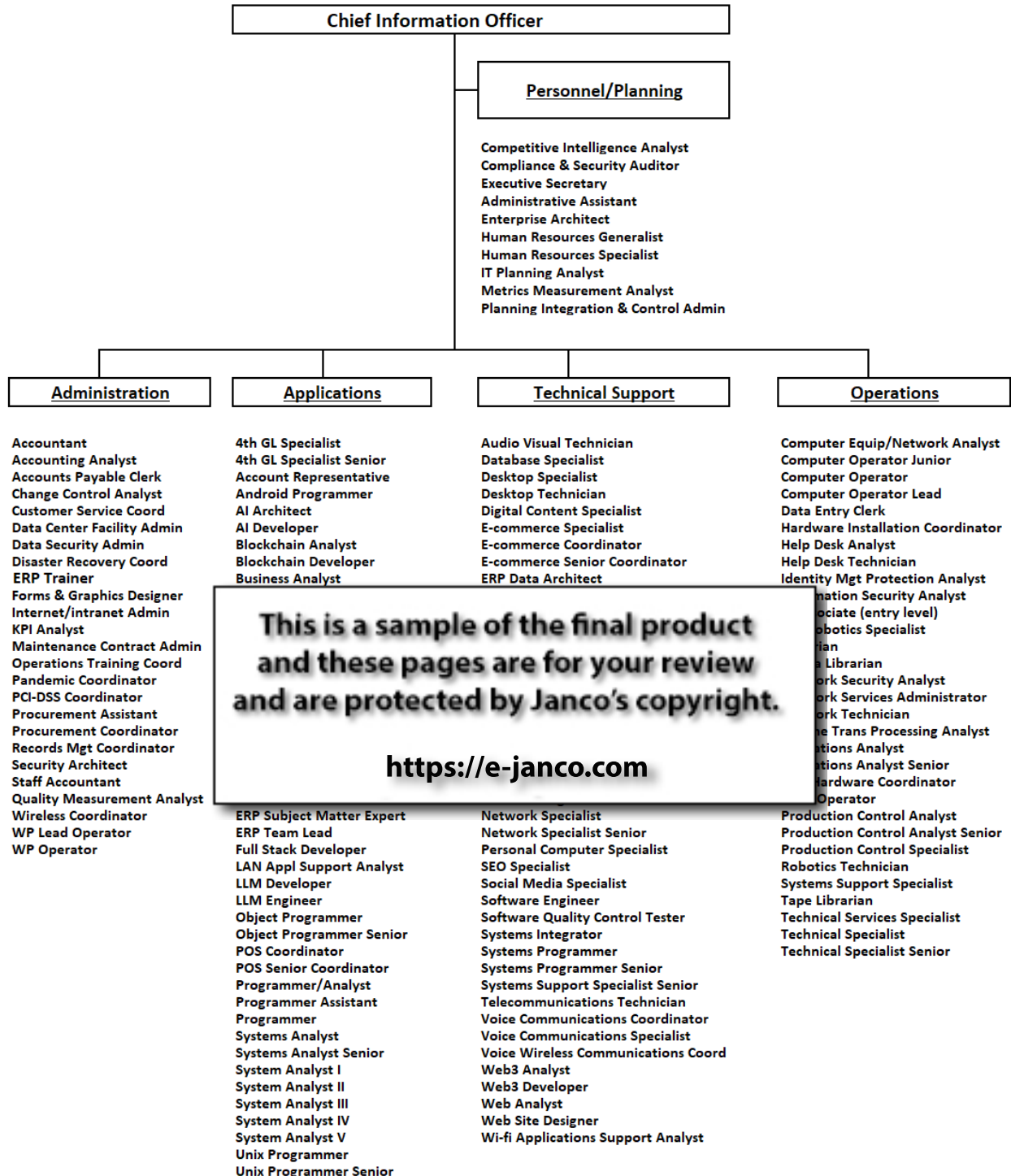
- ▶ Su
co
re
- ▶ Es
m
- ▶ Di
re
- ▶ Develop, re-engineer, and implement innovative processes to enhance accounting, reporting, and payables functions to ensure the preservation and proper use of Information Technology's assets.
- ▶ Provide management and other appropriate internal organizations with accurate and timely financial information and reports.
- ▶ Coordinate Information Technology's Financial Systems support for all corporate and division accounting staff. Develop, establish, and implement educational programs and processes, and procedures to empower divisional staff while maintaining sound internal controls.
- ▶ Direct Information Technology's input in the accurate and timely preparation, maintenance, and filing of all local, state, and federal tax filings, and any other government forms as well.
- ▶ Ensure all required Information Technology insurance binders are maintained, inventoried, and filed as required.

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Staff

Staff



Organization Chart

Information Technology organizations are complex and dynamic. It is not unusual for individuals with one set of skills to be with the applications, planning, or operations groups of an organization. The approach that we have taken for classifying staff members is to place them where they will “most likely” be.

The chart below depicts how the position can be grouped to help achieve that objective.



4th GL Specialist

Position Purpose

This position reports to the senior 4th GL Specialist and has responsibility for assisting in the installation, modification, and ongoing support of the 4th generation language environments. Other areas of responsibility will include supporting the personal computer and office automation environments to maintain environmental continuity.

Problems and Challenges

The 4th GL environment is the center of the enterprise's Information Technology and business automation applications development activities. It is extremely important to the enterprise that the applications developed in any 4th GL offer the highest reliability and performance possible. The 4th GL Specialist is challenged to maintain, upgrade, and troubleshoot the 4th GL software environment.

Essential Position Functions

Principal Accountabilities

- ▶ Participates in the development of programming standards that will be utilized in the 4th GL and environments.
- ▶ Troubleshoots and resolves hardware and software malfunctions for a variety of centralized and decentralized processing operations.
- ▶ Assists clients with the definition of technical solutions to solve computer business issues.
- ▶ Provides technical support to clients and personnel.
- ▶ Maintains and updates the 4th GL environment to reflect the latest technological advances.
- ▶ Assists in the development and maintenance of the 4th GL application problem analysis and resolution techniques.
- ▶ Performs at or above the enterprise's information technology performance standards.

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Authority

- ▶ Assist the senior 4th GL Specialist in all aspects of 4th GL software usage including installation and upgrades.
- ▶ Assist in monitoring and reporting 4th GL software performance and reporting "bugs" to application developers and focus vendors.
- ▶ Assist in the development and maintenance of 4th GL application problem analysis and resolution techniques.
- ▶ Analyze and resolve problems quickly and efficiently
- ▶ Support applications and operations with technical consultation and specialized programming in the area of 4th GL applications.

Appendix

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Job Evaluation Questionnaire

Internet and IT Position Descriptions HandiGuide®

Position / Name: _____

Job Code _____

Exempt Status: _____

Instructions:

The Job Evaluation Questionnaire

1: Position Attributes

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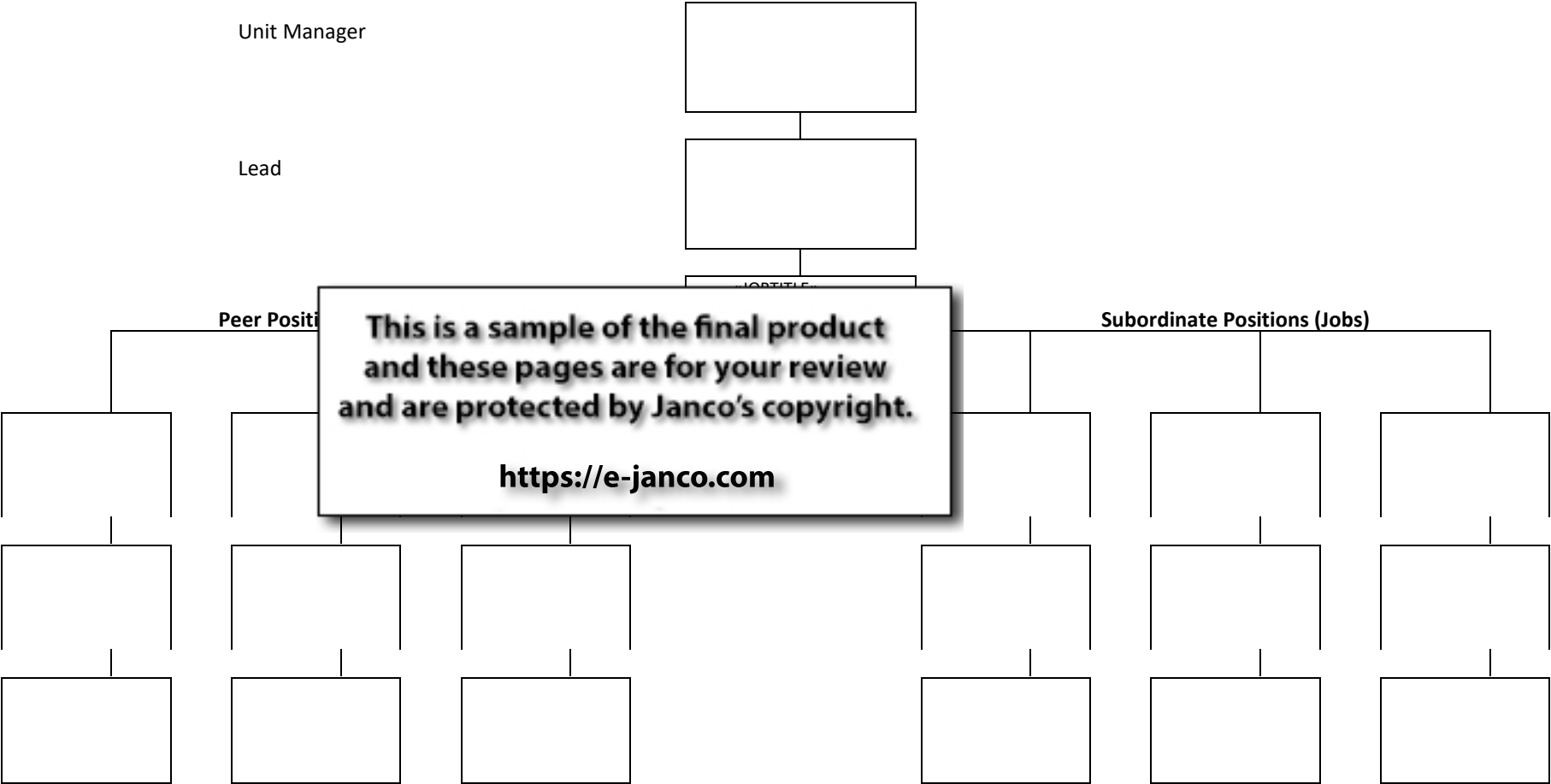
<https://e-janco.com>☐ Latitude☐ Educational Prerequisites

- ☐ Leadership Skills
- ☐ Analytical Skills
- ☐ Consequence of Error

1. Rank each attribute from one (1) to five (5), where one is minimal and five is absolute. Select zero (0) if the attribute does not apply.
2. An Organization Chart has been included reflecting the position under evaluation. Verify the information provided, provide the information omitted and make any changes as required. Peer and Subordinate Positions boxes are not hierarchical within their group. Additional boxes have been provided for convenience only.
3. General Information about the position which has not been covered within the previous two sections. Please answer each question as completely as possible.

Completed By: _____ Dated: _____

Overall Skills							Leadership Skills						
Written Communication	0	1	2	3	4	5	Scheduling	0	1	2	3	4	5
Oral Communications	0	1	2	3	4	5	Training	0	1	2	3	4	5
Interpersonal	0	1	2	3	4	5	Coaching	0	1	2	3	4	5
Creativity	0	1	2	3	4	5	Evaluating	0	1	2	3	4	5
Judgment	0	1	2	3	4	5	Counseling	0	1	2	3	4	5
Leadership	0	1	2	3	4	5	Orienting	0	1	2	3	4	5
Analytical	0	1	2	3	4	5	Developing	0	1	2	3	4	5
Technical	0	1	2	3	4	5	Directing	0	1	2	3	4	5
Mechanical	0	1	2	3	4	5	Job Knowledge						
Eye/Hand Coordination	0	1	2	3	4	5	Unskilled	0	1	2	3	4	5
Analytical Skills							Semiskilled	0	1	2	3	4	5
Routine/Repetitive	This is a sample of the final product and these pages are for your review and are protected by Janco's copyright. https://e-janco.com							0	1	2	3	4	5
Interpretative								0	1	2	3	4	5
Subjective								0	1	2	3	4	5
Diverse								0	1	2	3	4	5
Complex								0	1	2	3	4	5
Long Range Planning								0	1	2	3	4	5
							Consequence of Error						
Follows Established	0	1	2	3	4	5	Productivity Loss	0	1	2	3	4	5
Uses Judgment w/ Supv.	0	1	2	3	4	5	Monetary Loss	0	1	2	3	4	5
Uses Judgment w/o Supv.	0	1	2	3	4	5	Adversely Affect Customer	0	1	2	3	4	5
Establishes Precedents	0	1	2	3	4	5	Adversely Affect Other	0	1	2	3	4	5
Educational Prerequisites							Delay in Project (s)	0	1	2	3	4	5
High School	0	1	2	3	4	5	Loss of Service	0	1	2	3	4	5
Technical School	0	1	2	3	4	5	Waste of Materials/Equip.	0	1	2	3	4	5
4 Year College Degree	0	1	2	3	4	5	Damage to Equipment	0	1	2	3	4	5
Graduate Degree	0	1	2	3	4	5	Adversely Affect Corp.	0	1	2	3	4	5
Specify Major or							Physical Harm	0	1	2	3	4	5



Position Description Questionnaire

Janco Associates, Inc. – Position Description Questionnaire

Name:

Title:

Supervisor's Name:

Department:

- I. **Major Functions:** List up to six major functions, in order of importance, indicating the percent of time spent on each. If you supervise people (hire, promote, and do performance reviews), you should identify how many staff members report to this position, directly and/or indirectly.

%
Time

Detail the specific activities you perform to achieve each of these functions.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

- II. **Purpose of Job:** Briefly

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Termination Checklist

Employee Name	_____	ID Number	_____
Forwarding Address	_____	Last Day Worked	_____
Phone Number	_____		Click here to enter a date.
Supervisor	_____	Department	_____

Instructions: Place your initials and next to the action taken

Termination Type

☐ Voluntary Termination	☐ Involuntary Termination
_____ Written Resignation Letter	_____ Corrective Action Followed
☐ Other: _____	_____ Employee explanation provided
_____ Supporting Documentation	_____ HR Reviewed Information
	_____ Letter of termination included reasons

Reviewed by Employee

_____ Effective Date of Termination

_____ Final Pay Check

_____ Benefits

_____ How References will be handled

_____ Subsequent access to

_____ Rehire Eligibility ☐ Yes

Give to Employee (Optional)

_____ Exit Interview

_____ Benefits Book

_____ Contact Information for

_____ Contact Information for

Other

_____ Clean Work Area – Personal Belongings Removed

_____ Process Electronic Termination From Systems

Notes:

Collect From Employee

_____ Keys (building, desk, etc)

_____ Badges – Security Cards

_____ Cell Phones Pagers

_____ Personal Computers

_____ Documents

_____ Business

_____ Long Distance Authorization

_____ Email account

_____ Phone List

_____ Credit Cards

_____ Security Codes

_____ Direct Deposit

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Signature _____ Date _____

Version History

2025

- ▶ Updated job description for latest mandates
- ▶ Added the following job descriptions
 - Artificial Intelligence Architect
 - Artificial Intelligence Developer
 - Large Language Model Developer
 - Large Language Model Engineer
 - Project Manager Artificial Intelligence

2024

- ▶ Updated job description for latest mandates
- ▶ Added the following job descriptions
 - Chief AI Officer
 - Chief Information S

2023

- ▶ Updated job description for latest mandates
- ▶ Added the following job descriptions
 - Chief Product Officer
 - Full Stack Developer
 - Web 3 Analyst
 - Web 3 Developer

2022

- ▶ Updated job description to reflect post pandemic issues
- ▶ Added the following job descriptions
 - Manager Artificial Intelligence
 - Digital Content Specialist
 - Systems Analyst job family
 - i. Level I
 - ii. Level II
 - iii. Level III
 - iv. Level IV
 - v. Level V
 - Wi-Fi Application Support Analyst

2021

- ▶ Adding a section in Mandated Issues listing legal considerations
- ▶ Update job descriptions to reflect Work From Home (WFH)
- ▶ Added the following job descriptions
 - Manager Telecomputing
 - Manager WFH Support

2020

- ▶ Updated jobs descriptions to be gender neutral
- ▶ Updated job description to meet all mandated US, EU, and International requirements
- ▶ Added the following job descriptions
 - Chief Experience Officer
 - Manager Blockchain Architecture
 - Project Manager Blockchain
 - Blockchain Analyst
 - Manager DevOps
 - DevOps Application Designer
 - DevOps Quality Control Specialist
 - DevOps Software Engineer
 - DevOps Version Control Specialist

2019

- ▶ Reviews all job description to update for compliance to GDPR and CaCPA
- ▶ Added 12 job descriptions

2018

- ▶ Reviewed all the job descriptions to update compliance, social networking, and blockchain implication
- ▶ Added section on sexual harassment
- ▶ Updated electronic version of the Termination Checklist
- ▶ Added 7 job descriptions

2017

- ▶ Added ePub file format for Job Descriptions
- ▶ Added 7 job descriptions
- ▶ Updated electronic forms
- ▶ Updated social networking aspects of the detail job descriptions

2016

- ▶ Updated to meet compliance requirements
- ▶ Updated to reflect BYOD changes in several job descriptions
- ▶ Added 3 job descriptions

2015

- ▶ Added 7 job descriptions

2014

- ▶ Updated job descriptions to meet compliance requirements
- ▶ Updated Employee Termination Form to include BYOD and Personal Computer data removal
- ▶ Added 3 job description