



and the State of Colorado
invite applications for:

IT Technician

This position is open only to Colorado residents.

CLASS TITLE: INFORMATION TECHNOLOGY TECHNICIAN

LOCATION: Mesa County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Colorado Mesa University, 1100 North Avenue, Grand Junction, CO 81501

SALARY: \$3,434.00 - \$5,745.00 Monthly

FLSA STATUS: Non-Exempt; position is eligible for overtime compensation.

OPENING DATE: 06/13/17

CLOSING DATE: 06/27/17 05:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:

The Information Technology Department provides computer hardware and software maintenance, software development, network design, network implementation, and overall IT support to the faculty, staff, and students.

JOB DESCRIPTION:

This position provides technical support to all users of university technology and includes the following:

- Troubleshoot, repair, maintain, and deploy computer equipment and peripherals in computer labs, classrooms and offices across the campus.
- Provide end user support as part of the IT Help Desk. Provide formal and informal instruction as needed.
- Install software both remotely and on site in accordance with established procedures.
- Maintain written documentation, hardware inventories, software licensing, department procedures, and help desk tickets.
- Train student workers in proper technical procedures.
- Network troubleshooting.
- Audio/Visual front line support.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Minimum Qualifications:

Graduation from an accredited college or university with an associate's degree in a field of study related to Information Technology and two years of experience diagnosing computer problems and determining appropriate repairs, performing computer repair and maintenance, and providing hardware and software end user support.

Substitutions:

A combination of work experience in Information Technology which provides the same kind, amount and level of knowledge acquired in the required education may be substituted on a year-for-year basis for the associate's degree. A bachelor's degree from an accredited college or university in a field related to Information Technology may substitute for the required education and experience.

Additional Qualities that will make you stand out:

Candidates with more than the required experience and specified education as noted above are preferred.

Candidates with Comp TIA A+ Certification

Conditions of Employment:

In accordance with Colorado Mesa University policy, finalist must successfully complete a state and federal criminal background search.

ATTENTION!

The first stage of the comparative analysis process for candidates who meet minimum qualifications is an application review. Therefore it is paramount that you follow directions provided in this job announcement and address in detail your experience with the duties mentioned above in the experience portion of your application. Failure to include adequate information or follow instructions may affect the assessment of your submittal and prevent you from competing in subsequent measures used to arrive at a top group of applicants.

SUPPLEMENTAL INFORMATION: Transcripts must be attached to your application. Failure to provide transcripts will result in rejection of your application.

Please attach a resume in addition to the completed application. Applications stating "See Resume" for experience will not be accepted in lieu of the properly completed State of Colorado application forms.

How to Apply: For on-line application, go to [Colorado State Job Opportunities](#). If you are completing a paper application, it can be picked up at the address below and must be received by 5:00 p.m. on the date given above (postmarks not accepted).

Colorado Mesa University Human Resources Office
Lowell Heiny Hall, Room 237
1100 North Avenue
Grand Junction, CO 81501
970-248-1820

IMPORTANT INFORMATION: Applications are part of the selection process and will be reviewed to determine if you meet the minimum qualifications for the position. Be sure the requirements listed above are specifically addressed on your application; failure to do so may result in the rejection of your application. ***Also, as applications may serve as all or part of the comparative analysis process for this position, it is to your benefit to address, in detail, your experience with the duties above.*** Applications may be evaluated by a panel of subject matter experts who will rate your education, training and experience as demonstrated on your application. Attach additional pages if necessary to fully explain your experience and education.

Your application will be reviewed by a qualified Human Resources Specialist to determine if you meet the minimum qualifications. If it is determined that your application material does not demonstrate you meet the announced minimum qualifications, you will be notified in writing and may contact Lee Schmalz at 970-248-1655 or Shannon Mims at 970-248-1093 within five days of receipt to attempt informal resolution of the matter. If you still do not agree with our decision regarding your qualifications, you have the right to have that decision reviewed by the State Personnel Director. Your request for a Director's review must be received in the State Personnel Director's office within ten days from your receipt of the letter informing you that you do not qualify and should include the following: 1) Job Title; 2) Agency involved; 3) Name of the agency representative spoken to during informal resolution attempts; 4) Date(s) of the conversations; 5) Specific issue(s); 6) Reason it is believed the decision was arbitrary, capricious, or contrary to rule or law. Direct your request to:

State Personnel Board
633 17th Street, Suite 1320
Denver, CO 80202-3604
Fax: 303-866-5038

To request a Director's review, you are required to complete and submit the Colorado State Personnel Consolidated Appeal/Dispute Form, available at <http://www.colorado.gov/cs/Satellite/DPA-SPB/SPB/1232721347216>. Instructions for completing the form, as well as State Personnel Board Rules and Director's Administrative Procedures, are also available on the same website. Public libraries offer internet access. If you are not able to access the forms on the internet or if you require assistance, please contact our Human Resources Office.

Appeal Rights: Under Colorado State Statute and State Personnel Procedures you have the right to request a review of or appeal to the State Personnel Director any step of the selection process, if you believe the action taken to be arbitrary, capricious or contrary to rule or law. If you believe the content of an examination was arbitrary, capricious or contrary to rule or law (scores and ranks are not considered as conduct or content), your appeal must be in writing and received no later than 10 calendar days from the date the examination was administered. Utilizing the Colorado State Personnel Consolidated Appeal/Dispute Form, which can be found at <http://www.colorado.gov/cs/Satellite/DPA-SPB/SPB/1232721347216>, send

appeals to the appropriate address as indicated on the Consolidated Appeal/Dispute Form. The above ten-day deadline and appeal procedures apply, as well, to all charges of discrimination.

Address Confidentiality Program: *If you are covered by the Address Confidentiality Program, CRS 24-21-201 through 24-21-214, please notify the HR office or analyst listed on this announcement so that you are provided the appropriate time extension for notifications provided by U.S. mail. The extension allowed under this program applies only to U.S. mail notifications that include a deadline of 10 days or less.*

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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking <http://www.colorado.gov/jobs> or submit a paper copy of the State of Colorado Application for Announced Vacancy according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

TRANSCRIPTS REQUIRED: An unofficial copy of transcripts must be submitted at the time of application. Transcripts from colleges or universities outside the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to continue in the selection process for this announcement.

IF NOT APPLYING ON-LINE, SUBMIT PAPER APPLICATION TO:

Colorado Mesa University, Human Resources, 1100 North Avenue, Grand Junction, CO 81501

DEPARTMENT CONTACT INFORMATION:

Shannon Mims, 970 248-1093, smims@coloradomesa.edu, Lee Schmalz, 970 248-1655, lschmalz@coloradomesa.edu

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.colorado.gov/jobs>

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Position #GZA-192-062017

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