Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Information Technology Administrator Series

Classes in the Series

Class Code	Class Title
00126	Information Technology Administrator 1
00127	Information Technology Administrator 2
00128	Information Technology Administrator 3
00129	Information Technology Administrator 4

Series Concept

Classes in this series are involved in the planning, oversight and administration of information technology services in the State of Iowa. All positions perform the full range of supervisory duties requiring management, supervision, and technical information technology skills.

Exclusions

The following are excluded from classification within this series:

1. Supervisory positions not primarily involved in information technology.
2. Non-supervisory information technology positions (i.e., Information Technology Specialists and Information Technology Enterprise Experts).

Class Distinctions

Information Technology Administrator 1

Positions at this level manage a section or unit of a state agency with a limited variety of information technology applications or they manage the operations and applications for a PC-based network system in an institution. Employees supervise Information Technology Specialists and may also supervise other related support positions. The work performed is primarily technical and has limited impact on services to external customers. Positions at this level generally report to a higher-level Information Technology Administrator or other administrative-level position.

Information Technology Administrator 2

Positions at this level will manage a variety of functions with a significant impact on substantial information technology business across the Executive branch. Positions are responsible for both technical and administrative oversight of the work and recommendations of others. Generally, incumbents report to a Division Administrator or comparable Information Technology Administrator. At least one Information Technology Specialist 4 or 5 position will be supervised.

Information Technology Administrator 3

These positions will manage a variety of functions with a major impact on substantial information technology business across the Executive branch. Generally, incumbents report to either the leader of the relevant "vertical" within the Division of Information Technology or other higher-level position. Several subordinate Information Technology Administrators, Information Technology Enterprise Experts, and/or Information Technology Specialist 5s are supervised.

Information Technology Administrator 4

These positions manage a major vertical segment of statewide operations that impacts information technology operations across the Executive branch. Business technology impacts the entire departmental mission and/or major components of the enterprise (state) mission. Positions are responsible for the development, marketing and implementation of long-term enterprise or agency-wide plans. New approaches and resources are only subject to an administrative feasibility review by top management. Incumbents supervise subordinate Information Technology Administrators, Information Technology Enterprise Experts, and/or Information Technology Specialist 5s.

Effective date: 02/26 SA