

# POSITION DESCRIPTION

AGENCY/DEPT ID DAS  
DAS/DAS101320

DIVISION OR INSTITUTION  
Administrative Support

UNIT OR OFFICE  
Information Technology Services

COUNTY OF EMPLOYMENT  
Franklin

This row is for Information  
Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)  
COBOL

SECONDARY TECHNOLOGY (IT ONLY)

POSITION NUMBER  
20005455

Reclassification       New Position       Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005465 Information Technology Manager 1

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt  
If FLSA Exempt, exemption type:

Bargaining Unit 14  
PR 34  
Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00 am      TO: 5:00 pm

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Develops software applications and performs analysis and design; reads, writes, extracts and/or reports from compounded files; works with business personnel to identify and document system software requirements; defines problems and develops potential solutions; performs post production support for business applications which may include routine maintenance, enhancements and the need to perform research to aid in troubleshooting software production errors; assists in identifying alternate courses of action; assists in the review and evaluation of software development methodologies.	<p><b>Knowledge of:</b> (1) computer &amp; electronics; (2) oral &amp; written communication tools &amp; techniques; (3) customer support &amp; personal service; (4) state &amp; agency policy, procedures &amp; applicable laws*; (5) vision, mission &amp; goals of agency*; (6) software development principles &amp; methods for design, development, testing &amp; implementation of new or modified software; (7) commonly used query language; (8) mathematic principles relative to assigned area in IT; (9) IT principles, methods &amp; practices in assigned specialty area; (10) standard software validation tools, software distribution tools &amp; mechanisms; (11) technical writing &amp; documentation practices</p> <p><b>Skill for:</b> (12) reading comprehension; (13) speaking; (14) service orientation; (15) troubleshooting; (16) critical thinking; (17) complex problem solving</p> <p><b>Ability to:</b> (18) stay abreast of current technologies in area of IT assigned; (19) deal with problems involving several variables in familiar context; (20) define problems, collect data, establish facts &amp; draw valid conclusions</p>

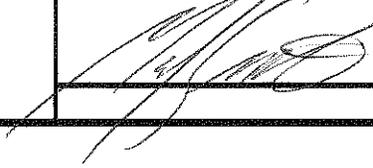
JOB TITLE  
Software Development Specialist 2

JOB CODE  
69942  
APP 4-29-10 WES

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



4-27-10

# POSITION DESCRIPTION

AGENCY/DEPT ID DAS  
DAS/DAS101320

DIVISION OR INSTITUTION: Administrative Support  
UNIT OR OFFICE: Information Technology Services  
COUNTY OF EMPLOYMENT: Franklin

This row is for Information Technology classifications ONLY  
PRIMARY TECHNOLOGY (IT ONLY): COBOL  
SECONDARY TECHNOLOGY (IT ONLY):

POSITION NUMBER  
20005455

Reclassification     New Position     Update  
Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION:    POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005465 Information Technology Manager 1

Permanent     Classified    Overtime:  Eligible     Exempt  
 Temporary     Unclassified  
 Intermittent     Essential    If FLSA Exempt, exemption type:  
Bargaining Unit 14  
PR 34  
Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00 am    TO: 5:00 pm

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Conducts testing, implementation and assists with documentation; assists in supporting user acceptance testing; performs software implementation tasks, including source control and deployment activities; assists with development, implementation and monitoring IT quality assurance standards and testing; assists in the development and documentation of appropriate standards and criteria for acceptable programming and systems development lifecycle activities.	<b>Knowledge of:</b> 1 – 11 <b>Skill for:</b> 12 – 17 <b>Ability to:</b> 18 – 20
15	Communicates with peers and others; guides performance of software development tasks per verbal instructions; answers questions on technical topics to assist other technical staff in software development; obtains or imparts information from/to other technical staff and business personnel through discussion(s) involving database, infrastructure and/or application information; leads discussion(s) or formal meetings with technical and/or non-technical personnel on simple to moderate technical topics in support of software development; summarizes, in writing, information on 1 or more related topics involving database, infrastructure and/or application information in support of software development; conveys, in writing, recommendations or conclusions to another for decision making purposes in support of software development.	<b>Knowledge of:</b> 1 – 11 <b>Skill for:</b> 12 – 17 <b>Ability to:</b> 18 – 20
5	Gathers, interprets and applies information from a variety of sources to aid in software development duties, activities, events. Answers questions and presents informal mentorship opportunities to peers and/or lower-level staff via conversation, observation or technical documentation	<b>Knowledge of:</b> 1 – 11 <b>Skill for:</b> 12 – 17 <b>Ability to:</b> 18 – 20
<p><i>Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.</i></p>		

JOB TITLE  
Software Development Specialist 2

JOB CODE  
69942  
APP 4-29-10 US

List Position Numbers & Job Titles of Positions Directly Supervised:    SIGNATURE OF AGENCY REPRESENTATIVE    DATE  
    4-27-10