

# POSITION DESCRIPTION

AGENCY/DEPT ID DAS  
DAS101320

DIVISION OR INSTITUTION  
Administrative Support

UNIT OR OFFICE  
ITS

COUNTY OF EMPLOYMENT  
Franklin

This row is for Information  
Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)  
.Net Framework

SECONDARY TECHNOLOGY (IT ONLY)  
SQL

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 IT Manager 1

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14  
PR 35  
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
50	<p>Works with business area personnel to assure requirement(s) are thoroughly defined and approved; performs impacts analyses to identify interdependencies; assists with design reviews; performs code review(s); serves as technical lead, as assigned</p> <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>	<p><b>Knowledge of</b> (1) computer science &amp;/or electronic data processing systems (e.g., PC &amp; Server platforms; design methodology); (2) programming tools &amp; graphics design software (e.g., Dreamweaver, Visual Studio .NET, Adobe Photo Shop, Adobe Acrobat Pro); (3) databases &amp; data relationships (e.g., Access, SQL, Oracle); (4) data interfaces; (5) email concepts (e.g., Outlook Exchange); (6) web browser (e.g., Internet Explorer, Fire fox); (7) hypertext markup language (e.g., HTML).</p> <p><b>Skill in</b> (8) operation of a personal computer &amp; related software (e.g., Dreamweaver, Adobe Photoshop, Visual Studio .Net, Adobe Acrobat Professional) (9) coding of programming languages (e.g., COBOL, JAVA, Visual Basic, Visual Basic .NET); (10) office automation tools (e.g., Word, Excel); (11) graphics packages (e.g., Visio, Adobe Photoshop, Adobe Acrobat, PowerPoint); (12) desktop hardware (e.g. personal computer, monitor, keyboard, CD-rom, diskette reader).</p> <p><b>Ability to</b> (13) define problems, collect data, establish facts &amp; draw valid conclusions; (14) convert abstract concepts &amp; requirements into automated technology; (15) recognize errors &amp; make corrections to print &amp; electronic material; (16) handle sensitive inquires from &amp; contacts, officials &amp; general public; (17) gather, collate &amp; classify information about data, people or things; (18) cooperate with co-workers on group projects; (19) communicate effectively in speech and writing; (20) interview customers &amp; asses needs.</p> <p>*Developed after employment.</p>

JOB TITLE  
Software Development Specialist 3

JOB CODE  
69943  
APP 11-19-10 JMS

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

11-5-10

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POSITION NUMBER  
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Reclassification     New Position     Update    Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION    POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005465 IT Manager 1

Permanent     Classified    Overtime:  Eligible     Exempt    Bargaining Unit 14  
 Temporary     Unclassified  
 Intermittent     Essential    If FLSA Exempt, exemption type:    PR 35  
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
35	Creates detailed test designs and test plans; creates and reviews test data for performing test scenarios; coordinates execution of unit and system test scripts, debugging efforts and defect tracking, support of user acceptance testing, and software implementation and deployment tasks; leads the development, implementation and monitoring of IT quality assurance standards and testing; performs performance and load testing.	Knowledge of: 1-17 Skill for: 18-28 Ability to: 29-32
10	Writes, reviews, and coordinates development of application-related training materials and software user guides, program and/or application source code documentation (e.g., uses cases, in-line code comments), departmental standards, appropriate standards and criteria for acceptable programming, documentation and systems development lifecycle activities and review of development lifecycle activities.	Knowledge of: 1-17 Skill for: 18-28 Ability to: 29-32
5	Assists higher-level IT staff with estimating workload requirements.	Knowledge of: 1-17 Skill for: 18-28 Ability to: 29-32

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JOB TITLE  
Software Development Specialist 3

ADD 11-19-10ws

JOB CODE  
69943

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

11-5-10