

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/

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)

SECONDARY TECHNOLOGY (IT ONLY)

Reclassification    
  New Position    
  Update    
 Position Hyperlinked to  Agency Organizational Tree

POSITION NUMBER  
20005459

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005470 IT Supervisor 2

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified

Overtime:  Eligible  Exempt

Bargaining Unit: 14  
PR 33

If FLSA Exempt, exemption type:

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: TO:

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB TITLE  
Software Development Specialist 1

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Reads, writes, extracts and/or reports from individual file(s); creates and/or modifies existing program modules (i.e., the creation of static content or graphics related to web-design is not software development); complies with software reusability guidelines; uses report generators, data manipulation tools, data query tools, program tracing/debugging tools, software development tools and versioning tools as required; learns and acquires new skills via training, seminars, self-directed study, research of published materials, etc.; applies development process.	<b>Knowledge of:</b> (1) computer & electronics; (2) oral & written communication tools & techniques; (3) customer support & personal service; (4) state & agency policy, procedures & applicable laws*; (5) vision, mission & goals of agency*; (6) software development principles & methods for design; (7) development, testing & implementation of new or modified software; (8) commonly used query language; (9) mathematic principles relative to assigned area in IT. <b>Skill for:</b> (10) reading comprehension; (11) speaking; (12) service orientation; (13) troubleshooting. <b>Ability to:</b> (14) stay abreast of current technologies in area of IT assigned; (15) deal with problems involving several variables in familiar context.
20	Writes test cases and/or scripts for unit and systems testing with minimal to no supervision; creates or sets-up test data for performing test scenarios; executes unit test scripts and assists in executing system test scripts independently; verifies and documents unit and system test results to ensure software is producing desired results; debugs and revises programs when unit and system tests do not produce desired results. Assists in gathering system requirements; defines and documents current and/or future business process flows; assists in developing future process flows; gathers and analyzes facts; defines problems; assists in developing potential solutions; identifies and develops software solutions to business problems; assists in post production support of	<b>Knowledge of:</b> 1-9 <b>Skill for:</b> 10-13 <b>Ability to:</b> 14-15

JOB CODE  
69941  
HARD 6-15-10 1140

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



6-15-10

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

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	business applications, which may include routine maintenance and enhancements and the need to perform research to aid in troubleshooting software production errors.	
15	Assists higher-level software developers in the development of application related training materials and software user-guides; creates and/or modifies necessary program and/or application source code documentation (e.g., use cases, in-line code comments) in accordance with agency standards; assists in records and/or reports development lifecycle activities; learns to develop and document appropriate standards and criteria for acceptable programming, documentation, and systems development lifecycle activities.	<b>Knowledge of:</b> 1-9 <b>Skill for:</b> 10-13 <b>Ability to:</b> 14-15
10	Communicates with peers and others; performs software development tasks per verbal instructions; asks questions, listens to and processes answers in order to exchange technical information in support of software development; obtains information on focused technical tasks involving database, infrastructure, and application information; leads focused discussions with technical topics in support of software development; conveys information compiled from a variety of sources to technical and non-technical personnel and/or management; summarizes, in writing, information on a specific topic in support of software development.	<b>Knowledge of:</b> 1-9 <b>Skill for:</b> 10-13 <b>Ability to:</b> 14-15
5	Promotes system security and awareness by adhering to the Agency's and/or State's IT security policy(s) and standards. Researches, reads, understands, and applies relevant techniques and procedures from data processing manuals to complete duties timely and efficiently; assists in supporting user acceptance testing; performs software implementation tasks, including source control and deployment activities. Receives orientation related to mentorship and applies as necessary (e.g., definition, purpose, strategies, and evaluation techniques).	<b>Knowledge of:</b> 1-9 <b>Skill for:</b> 10-13 <b>Ability to:</b> 14-15

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DATE



6-15-10

POSITION NUMBER  
20005459

JOB TITLE  
Software Development Specialist 1

JOB CODE  
69941