

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)
.NET Framework

SECONDARY TECHNOLOGY (IT ONLY)
SQL

POSITION NUMBER
20005460

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
PR36
Page 1 of 3

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
40	<p>Works with IT Architecture staff, CIO and/or IT Managers to design solutions that meet the agency's requirements; assists analysis of the solution design's business case; authors' portions of the solution business case. Seeks to develop expertise in leading complex initiatives and knowledge of organizational improvement frameworks; seeks to develop expertise in project management methodologies.</p> <p>Edits or creates for recommendation and approval enterprise or IT artifacts, including, but not limited to, policies, procedures, standards, guidelines, best practices and position papers.</p>	<p>Knowledge of: (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; (10) IT principles, methods & practices in assigned specialty area; (11) standard software validation tools; (12) software distribution tools & mechanisms; (13) technical writing & documentation practices; (14) systems performance management; (15) requirements analysis principles & methods; (16) back-up & recovery procedures; (17) inter-relationships of multiple IT specialties; (18) cost-benefit analysis methods; (19) IT lifecycle concepts.</p> <p>Skill for: (20) reading comprehension (21) speaking; (22) service orientation; (23) troubleshooting; (24) critical thinking; (25) complex problem solving; (26) lead work; (27) programming software analysis & evaluation; (28) using data recovery tools & techniques;</p> <p>*developed after employment</p>

JOB TITLE
Software Development Specialist 4

ADD 4-24-10 UBS

JOB CODE
69944

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



4/27/10

POSITION DESCRIPTION

AGENCY/DEPT ID DAS
DAS101320

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Information Technology Services

COUNTY OF EMPLOYMENT
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.NET Framework

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POSITION NUMBER
20005460

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

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POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
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Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 14
PR 36
Page 2 of 3

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
40	Ensures current and/or future business process flows are defined and documented; conducts detailed alternative analyses and determines end-user requirement(s); consults with end-users, technicians, vendors, management, and others; leads design reviews; provides post production support for applications varying in size, scope and impact to agency operations which may include load balancing, failover, and clustering. Answers questions on technical topics to assist other technical staff in software development OR identifies sources capable of providing answers. Presents technical topics to a diverse group.	<p>(29) judgment & decision making; (31) assuring quality; (31) identifying & specifying business requirements; (32) developing & interpreting policy & strategies governing the planning & delivery of IT services.</p> <p>Ability to: (33) stay abreast of current technologies in area of IT assigned; (34) deal with problems involving several variables in familiar context; (35) define problems; collect data; establish facts & draw valid conclusions; (36) prepare meaningful, accurate & concise reports; (37) provide expert technical advice, guidance, & recommendations to management & other technical specialists on critical IT issues.</p> <p>Knowledge of: 1-19 Skill for: 20-32 Ability to: 33-37</p>

JOB TITLE
Software Development Specialist 4

JOB CODE
69944
ADD 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

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PRIMARY TECHNOLOGY (IT ONLY)
.NET Framework

SECONDARY TECHNOLOGY (IT ONLY)
SQL

POSITION NUMBER XXXXXX	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update	Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005465 Information Technology Manager 1	

<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Pr 36 Page 3 of 3
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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
20	Develops pass/fail testing criteria; assesses overall system performance including optimizing code and identifying and resolving peripheral software/hardware conflicts; oversees performance and load testing; finalizes implementation of plans, procedures and schedules; conducts lessons learned (testing perspective) and coordinates improvements to enterprise testing processes; understands technical environments and impacts on software execution in order to identify environmental components to be reviewed for adequacy. Recommends software reusability guidelines. Plans and conducts formal mentorship activities for peers and/or lower-level staff via verbal instruction or technical documentation.	Knowledge of: 1-19 Skill for: 20-32 Ability to: 33-37
<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>		

JOB TITLE
Software Development Specialist 4

 JOB CODE
69944

 APR 4-29-10

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