100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID DAS
DAS/DAS101320

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Information Technology Services	Franklin
This row is for Information Technology classifications ONLY	PRIMARY TECHNOLOGY (IT ONLY) HTML/JavaScript	SECONDARY TECHNOLOGY (IT ONLY) .NET Framework

POSITION NUMBER 20005464

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005470 Information Technology Supervisor 2

☒ 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 TITLE Software Development Specialist 3

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	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	**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. **Skill for:** (18) reading comprehension & speaking; (19) service orientation; (20) troubleshooting; (21) critical thinking; (22) complex problem solving; (23) lead work; (24) programming software analysis & evaluation; (25) using data recovery tools & techniques; (26) judgment & decision making; (27) assuring quality; (28) identifying & specifying business requirements

AFD 4-29-10 WD

JOB CODE 69943

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	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Information Technology Services	Franklin
This row is for Information Technology classifications ONLY	PRIMARY TECHNOLOGY (IT ONLY) HTML/JavaScript	SECONDARY TECHNOLOGY (IT ONLY) .NET Framework

POSITION NUMBER 20005464

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005470 Information Technology Supervisor 2

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 35 Page 2 of 2

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

JOB TITLE Software Development Specialist 3

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		Ability to: (29) stay abreast of current technologies in area of IT assigned; (30) deal with problems involving several variables in familiar context; (31) define problems; collect data; establish facts & draw valid conclusions; (32) prepare meaningful, accurate & concise reports
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
	Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.	

APD 4-29-10 WS

JOB CODE 69943

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