

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)
HTML/JavaScript

SECONDARY TECHNOLOGY (IT ONLY)
.Net Framework

POSITION NUMBER
20005469

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
SD Specialist 2

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 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>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, development, testing & implementation of new or modified software; (7) commonly used query language; (8) mathematic principles relative to assigned area in IT; (9) IT principles, methods & practices in assigned specialty area; (10) standard software validation tools, software distribution tools & mechanisms; (11) technical writing & documentation practices</p> <p>Skill for: (12) reading comprehension; (13) speaking; (14) service orientation; (15) troubleshooting; (16) critical thinking; (17) complex problem solving</p> <p>Ability to: (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 & draw valid conclusions</p>

JOB TITLE
Software Development Specialist 2

JOB CODE APD 429-10 UAG
69942

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) HTML/JavaScript	SECONDARY TECHNOLOGY (IT ONLY) .Net Framework

POSITION NUMBER 20005469	<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 SD Specialist 2	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005470 Information Technology Supervisor 2	
<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 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.	Knowledge of: 1 – 11 Skill for: 12 – 17 Ability to: 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.	Knowledge of: 1 – 11 Skill for: 12 – 17 Ability to: 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.	Knowledge of: 1 – 11 Skill for: 12 – 17 Ability to: 18 – 20
<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 2

 JOB CODE
69942
 APPD 4-29-10 VAB

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