POSITION DESCRIPTION

AGENCY/DEPT ID
DAS500000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	Office of Security & Privacy	Franklin
This row is for Information Technology classifications ONLY	PRIMARY TECHNOLOGY (IT ONLY) Security Software and Hardware	SECONDARY TECHNOLOGY (IT ONLY)

POSITION NUMBER 20005470

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Infrastructure Specialist	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14
PR - 35
Page 1 of 3

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

JOB TITLE Infrastructure Specialist 3

JOB CODE 69933 APD 11-25-14 US

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Evaluates effectiveness and risk of IT processes. Recommends changes in IT procedures to meet customer needs.	**Knowledge of** (1) *application vulnerabilities; (2) data backup, types of backups (e.g., full, incremental), and recovery concepts and tools; (3) different classes of attacks (e.g., passive, active, insider, close-in, distribution, etc.), (4) different operational threat environments (e.g., first generation [script kiddies], second generation [non-nation state sponsored], and third generation [nation state sponsored]); (5) general attack stages (e.g., foot printing and scanning, enumeration, gaining access, escalation of privileges, maintaining access, network exploitation, covering tracks, etc.); (6) how traffic flows across the network [e.g., Transmission Control Protocol (TCP) and Internet Protocol (IP), Open System Interconnection Model (OSI), Information Technology Infrastructure Library, v3 (ITIL)]; (7) *IA principles and organizational requirements (relevant to confidentiality, integrity, availability, authentication, non-repudiation); (8) *agency specific local specialized system requirements (e.g., critical infrastructure systems that may not be used standard IT) for safety, performance, and reliability; (9) network access, identity and access management (e.g., public key infrastructure, PKI); (10) network protocols such as TCP/IP, Dynamic Host Configuration, Domain Name System (DNS), and directory services; (11) network security architecture concepts including topology, protocols, components, and principles (e.g., application of Defense-in-Depth); (12) *agency penetration testing principles, tools, and *developed after employment SRD 11/10/14

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	David A Brown	10/31/14

POSITION DESCRIPTION

AGENCY/DEPT ID DAS
DAS500000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	Office of Security & Privacy	Franklin
This row is for Information Technology classifications ONLY	PRIMARY TECHNOLOGY (IT ONLY) Security Software and Hardware	SECONDARY TECHNOLOGY (IT ONLY)

POSITION NUMBER 20005470

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Infrastructure Specialist	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR - 35 Page 2 of 3

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

JOB TITLE Infrastructure Specialist 3

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		techniques (e.g., core impact, metasploit, neosploit, etc.); (13) *agency relevant laws, policies, procedures, or governance as they relate to work that may impact critical infrastructure; (14) system and application security threats and vulnerabilities (e.g., buffer overflow, mobile code, cross-site. **Skill in** (15)applying host/network access controls (e.g., access control list); (16)assessing the robustness of security systems and designs; (17) conducting vulnerability scans and recognizing vulnerabilities in security systems; (18) evaluating the trustworthiness of the supplier and/or product; (19) performing packet-level analysis (e.g., Wireshark, tcpdump, etc.); (20) *use of penetration testing tools and techniques; (21)* use of social engineering techniques; (22) using network analysis tools to identify vulnerabilities. (e.g. Qualys, Nessus, etc.); (23)* using application analysis tools to identify vulnerabilities. (e.g. AppScan, Qualys, etc.). **Ability to** (24) interpret and incorporate date from multiple tool sources; (25) establish facts & draw valid conclusions; (26) work in a team environment; (27) successfully pass the State of Ohio Computer [SOCC] background check.
30	Evaluates and/or researches hardware and/or software solutions and provides feedback to project team or higher-level staff. Interfaces and/or performs work with other applications or platforms.	**Knowledge of** 1-14 **Skill in** 15-23 **Ability to** 24-27 *developed after employment

SRD 11/4/14

JOB CODE 69933

APD 11-25-14 UB

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	David A Brown	10/31/14

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS500000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	Office of Security & Privacy	Franklin
This row is for Information Technology classifications ONLY	PRIMARY TECHNOLOGY (IT ONLY) Security Software and Hardware	SECONDARY TECHNOLOGY (IT ONLY)

POSITION NUMBER 20005470

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Infrastructure Specialist	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR - 35 Page 3 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
50	Assists in providing IT consultation and recommendations for implementation, ensuring services are not compromised. Provides technical IT leadership for integration of various related systems. Participates in and/or provides technical IT assistance to achieve project tasks/meet deadlines.	**Knowledge of** 1-14 **Skill in** 15-23 **Ability to** 24-27
	Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.	SRD 11/4/14

JOB TITLE Infrastructure Specialist 3

JOB CODE 69933 SRD 11-25-14

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	David A Brown	10/31/14