

# 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)  
COBOL

SECONDARY TECHNOLOGY (IT ONLY)

POSITION NUMBER  
20005471

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  
PR 35  
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
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	<p><b>Knowledge of:</b> (1) computer &amp; electronics; (2) oral &amp; written communication tools &amp; techniques; (3) customer support &amp; personal service; (4) state &amp; agency policy, procedures &amp; applicable laws*; (5) vision, mission &amp; goals of agency*; (6) software development principles &amp; methods for design; (7) development, testing &amp; implementation of new or modified software; (8) commonly used query language; (9) mathematic principles relative to assigned area in IT; (10) IT principles, methods &amp; practices in assigned specialty area; (11) standard software validation tools; (12) software distribution tools &amp; mechanisms; (13) technical writing &amp; documentation practices; (14) systems performance management; (15) requirements analysis principles &amp; methods; (16) back-up &amp; recovery procedures; (17) inter-relationships of multiple IT specialties.</p> <p><b>Skill for:</b> (18) reading comprehension &amp; speaking; (19) service orientation; (20) troubleshooting; (21) critical thinking; (22) complex problem solving; (23) lead work; (24) programming software analysis &amp; evaluation; (25) using data recovery tools &amp; techniques; (26) judgment &amp; decision making; (27) assuring quality; (28) identifying &amp; specifying business requirements</p>

JOB TITLE  
Software Development Specialist 3

JOB CODE  
69943

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



4-27-10

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
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.	<p><b>Ability to:</b> (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 &amp; draw valid conclusions; (32) prepare meaningful, accurate &amp; concise reports</p> <p><b>Knowledge of:</b> 1-17 <b>Skill for:</b> 18-28 <b>Ability to:</b> 29-32</p>
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.	<p><b>Knowledge of:</b> 1-17 <b>Skill for:</b> 18-28 <b>Ability to:</b> 29-32</p>
5	Assists higher-level IT staff with estimating workload requirements.	<p><b>Knowledge of:</b> 1-17 <b>Skill for:</b> 18-28 <b>Ability to:</b> 29-32</p>
<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 3

JOB CODE  
69943  
APD 4-29-10 WS

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE



4-27-10