

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS500000

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
ISD/ Network

COUNTY OF EMPLOYMENT  
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)  
Security Software & Hardware

SECONDARY TECHNOLOGY (IT ONLY)  
QOS Multi-service networking, Router/Switch, Security Monitoring, WAN

POSITION NUMBER  
20005489

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
SEE TABLE OF ORGANIZATION

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14  
PR - 36  
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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 40 | Evaluates current IT policies, procedures, and practices and recommends. Leads IT driven change effort. Participates in and/or leads activities to achieve project tasks/meet deadlines. | <p><b>Knowledge of:</b> (1) oral &amp; written communication tools &amp; techniques; (2) customer technical support services; (3) technical writing &amp; documentation practices; (4) state &amp; agency policy, procedures &amp; applicable laws*; (5) vision, mission &amp; goals of agency*; (6) mathematic principles relative to assigned area in IT; (7) carrier telecommunications (e.g., VOIP); (8) capabilities &amp; applications of network equipment including firewalls, IDS, VPN, load balancers, authentication systems, routers, switches, servers, &amp; related hardware; (9) best practices in area of Operating Systems, system utilities, software distribution &amp; network configuration management; (10) organizations operation environment, topology, &amp; protocols*; (11) local area &amp; wide area networking principles &amp; concepts; (12) network security design &amp; project oversight (e.g., cost benefit analysis); (13) Security Software &amp; Hardware; (14) QOS Multi-service networking; (15) Router/Switch; (16) Security Monitoring; (17) WAN.</p> <p><b>Skill in:</b> (18) reading &amp; comprehension of advanced technical documentation; (19) installation of network security hardware &amp; software; (20) judgment &amp; decision making; (21) identifying &amp; specifying business requirements; (22) complex problem solving &amp; analysis; (23) assuring quality &amp; leadership.</p> <p><b>Ability to:</b> (24) prepare meaningful, accurate &amp; concise reports; (25) stay abreast of current technologies in area of IT assigned;</p> <p>*developed after employment.</p> |

JOB TITLE  
Infrastructure Specialist 4

JOB CODE  
69934  
APD - 4-30-15

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 4/9/15

|                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>POSITION DESCRIPTION</b>                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                   | AGENCY/DEPT ID<br>DAS500000                                                                                                                                                                                                                                                                                                                                                                                |
| DIVISION OR INSTITUTION<br>Office of Information Technology                                                                              | UNIT OR OFFICE<br>ISD/Network                                                                                                                                                                                                                                                                                                                                                                     | COUNTY OF EMPLOYMENT<br>Franklin                                                                                                                                                                                                                                                                                                                                                                           |
| <b>This row is for Information Technology classifications ONLY</b>                                                                       | PRIMARY TECHNOLOGY (IT ONLY)<br>Security Software & Hardware                                                                                                                                                                                                                                                                                                                                      | SECONDARY TECHNOLOGY (IT ONLY)<br>QOS Multi-service networking, Router/Switch, Security Monitoring, WAN                                                                                                                                                                                                                                                                                                    |
| POSITION NUMBER<br>20005489<br><br>JOB TITLE<br>Infrastructure Specialist 4<br><br>JOB CODE<br>69934                                     | <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<br>SEE TABLE OF ORGANIZATION                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                          | <input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified            Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt<br><input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified<br><input type="checkbox"/> Intermittent <input type="checkbox"/> Essential            If FLSA Exempt, exemption type: |                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                          | Bargaining Unit 14<br>PR - 36<br>Page 2 of 2                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                          | NORMAL WORKING HOURS (Explain unusual or rotating shift):<br>FROM: 8:00 am    TO: 5:00 pm                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                            |
| %                                                                                                                                        | Job Duties in Order of Importance                                                                                                                                                                                                                                                                                                                                                                 | Knowledge, Skills & Abilities                                                                                                                                                                                                                                                                                                                                                                              |
| 40                                                                                                                                       | Develops solutions design; works with IT Architect staff, CIO 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                                                                                                                                                    | (26) define problems, collect data, establish facts & draw valid conclusions; (27) provide expert technical advice; (28) provide guidance & recommendations to management & other technical specialists on critical IT issues<br><br><b>Knowledge of:</b> 1, 2, 3, 4*, 5*, 6, 7, 8, 9, 10*, 11, 12, 13, 14, 15, 16, 17<br><b>Skill in:</b> 18, 19, 20, 21, 22, 23<br><b>Ability to:</b> 24, 25, 26, 27, 28 |
| 20                                                                                                                                       | Works with vendors, other specialists and/or agencies to solve integration problems. Plans and conducts formal mentorship activities for peers and/or lower-level staff via verbal instruction or technical documentation.                                                                                                                                                                        | <b>Knowledge of:</b> 1, 2, 3, 4*, 5*, 6, 7, 8, 9, 10*, 11, 12, 13, 14, 15, 16, 17<br><b>Skill in:</b> 18, 19, 20, 21, 22, 23<br><b>Ability to:</b> 24, 25, 26, 27, 28                                                                                                                                                                                                                                      |
| <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> |                                                                                                                                                                                                                                                                                                                                                                                                   | *developed after employment.                                                                                                                                                                                                                                                                                                                                                                               |
| List Position Numbers & Job Titles of Positions Directly Supervised:                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                   | SIGNATURE OF AGENCY REPRESENTATIVE                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                   | DATE                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                   | 5 <sup>RD</sup> 4 <sup>th</sup> /15                                                                                                                                                                                                                                                                                                                                                                        |