100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505430

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	Enterprise Shared Services	Franklin

POSITION NUMBER 20006334

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: SharePoint Architect

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006358 Information Technology Consultant 3

☒ Permanent ☐ Temporary ☐ Intermittent

☐ Classified ☒ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:30 p.m.

JOB CODE TITLE: Information Technology Consultant 3

JOB CODE 64163

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Serves as a consultant on analysis & design for the SharePoint team to provide advice & guidance to Office of Information Technology (OIT) & Infrastructure Services Division (ISD) senior management (e.g., ESS Administrator, Deputy CIO, State CIO & Program Administrators) that focuses on the design, development, implementation & deployment of OIT/ISD's designated key projects: direct participation in design, architecture & engineering of SharePoint services, server virtualization, storage &desktop environments, disaster recovery, replication, network connectivity, configuration, monitoring & troubleshooting; analyzes operations & designs SharePoint services to ensure adequate delivery of services to state agencies and local partners; provides advice & guidance for SharePoint systems design, planning, acquisition & operation; participates in OIT/ISD short & long-term planning process & assists in agency-wide policy, research, planning, technical policy implementation & procedures; ensures compliance with stated standards, ITIL processes & OIT/ISD best practices & procedures; makes recommendations to OIT/ISD senior managers on issues involving SharePoint in relation to computer networks, load balancing, Storage Area Network (SAN), clustering & high availability configurations; coordinates activity with other OIT/ISD staff as a consultant & provides technical expertise, integration & coordination for all facets of state agency computer systems & networks connected to OIT/ISD operations as needed & directed as well as in meetings with agency or other governmental officials & on committees & in conferences.	Knowledge of (1) Information Technology (IT); (2) IT analysis & design; (3) IT architecture & principles; (4)Virtual Server environment; (5) PowerShell (6) project management; (7) ITIL processes; (8) SharePoint infrastructure design; (9) SharePoint service delivery methods and best practices; (10) SharePoint Architecture Skill in (11) operation of personal computer & associated hardware/software; (12) SharePoint Central and Site Administration. Ability (13) deal with many variables & determine specific action; (14) read & interpret extensive variety of technical material; (15) communicate verbally & in writing on technical & non-technical matters

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		1/26/12

Upd 1/26/12 PM

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505430

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	Enterprise Shared Services	Franklin

POSITION NUMBER 20006334

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: SharePoint Architect

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006358 Information Technology Consultant 3

☒ Permanent ☐ Temporary ☐ Intermittent

☐ Classified ☒ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:30 p.m.

JOB CODE TITLE: Information Technology Consultant 3

JOB CODE: 64163

apd 1/26/12 (pm)

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Evaluates SharePoint services and systems needs of agency; researches & analyzes SharePoint technology industry trends; oversees review of proposed & ordered services by agencies for compliance to industry & agency standards; responds to service interruptions & serves as consultant for troubleshooting complex SharePoint service issues; evaluates, analyzes & designs complex inter-agency SharePoint services implementation & integration, interfaces with customers, service providers & equipment manufacturers involved in delivery of SharePoint services to state agencies; researches & consults with OIT/ISD staff on a broad spectrum of IT subjects including technical offerings, new products & tools: formulates & implements technical policies & procedures related to all facets of SharePoint services; independently analyzes & resolves complex problems involving various high profile Department of Administrative Services (DAS) initiatives & technical programs (e.g., SharePoint sites and services) by troubleshooting & isolating problems & taking corrective actions (e.g., re-engineering programs, diagnosing problem components, application, operating system, hardware, directing & monitoring vendor repairs, reconfiguring hardware &/or software); participates in vulnerability assessments & analysis to ensure security on all OIT/ISD projects, providing guidance on remediation & mitigation of identified vulnerabilities within the SharePoint service; assists OIT/ISD with the implementation of patches that directly or indirectly impact the SharePoint services.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9.10, (16) Service Level Agreements (SLA) & Service Level Objectives (SLO); (17) Service Catalogs; (18) Change Management Skill in 11,12 Ability to 12, 13,14,15, 16, 17, 18

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Daniel R Clem	1/26/12