

POSITION DESCRIPTION

AGENCY/DEPT ID DAS505430

DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/ Enterprise Shared Services	COUNTY OF EMPLOYMENT Franklin
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This row is for Information Technology classifications ONLY	PRIMARY TECHNOLOGY (IT ONLY) Collaborations/Conferencing Software Administration	SECONDARY TECHNOLOGY (IT ONLY) Business Intelligence Software Administration, Software Configuration Management, Systems Control and Monitoring , Identity & Access Management
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POSITION NUMBER 20006338	<input type="checkbox"/> Reclassification	<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Update	Position Hyperlinked to <input type="checkbox"/>
				Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006339 Information Technology Manager 2
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<input checked="" type="checkbox"/> Permanent	<input checked="" type="checkbox"/> Classified	Overtime: <input checked="" type="checkbox"/> Eligible	<input type="checkbox"/> Exempt	Bargaining Unit 14
<input type="checkbox"/> Temporary	<input type="checkbox"/> Unclassified	If FLSA Exempt, exemption type:		Page 1 of 2
<input type="checkbox"/> Intermittent	<input type="checkbox"/> Essential			

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00 am TO: 4:00 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.	Knowledge of: (1) oral & written communication tools & techniques; (2) customer support & personal service; (3) technical writing & documentation practices; (4) state & agency policy, procedures & applicable laws*; (5) vision, mission & goals of agency*; (6) mathematic principles relative to assigned area in IT; (7) telecommunications; (8) capabilities & applications of network equipment including hubs, routers, switches, bridges, servers, & related hardware; (9) IT principles, methods & practices in assigned specialty area; (10) software distribution & configuration management tools & mechanisms; (11) organizations operation environment, topology, & protocols; (12) local area & wide area networking principles & concepts; (13) back-up & recovery techniques; (14) performance monitoring methods; (15) basic internet server maintenance techniques; (16) installation & configuration procedures; (17) internet clients, such as browsers & streaming video; (18) system administration methods & procedures; (19) operating systems installation & configuration procedures; (20) technology design; (21) technology design techniques; (22) structured analysis principles; (23) cost-benefit analysis methods; (24) interrelationships of multiple IT specialties; (25) Collaborations/Conferencing Software Administration; (26) Business Intelligence Software Administration; (27) Software Configuration Management; (28) Systems Control and Monitoring; (29) Identity & Access Management.

JOB TITLE: Infrastructure Specialist 4
 JOB CODE: 69934
 Date: 4/27/11
 Signature: [Handwritten]

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Paul L. [Handwritten]</i>	DATE 4/27/11
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PRIMARY TECHNOLOGY (IT ONLY) Collaborations/Conferencing Software Administration		

POSITION NUMBER 20006338	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006339 Information Technology Manager 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 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 am TO: 4:00 pm			

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	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.	Skill for: (30) reading comprehension; (31) speaking; (32) service orientation; (33) installation; (34) troubleshooting; (35) critical thinking; (36) operation monitoring; (37) judgment & decision making; (38) systems analysis; (39) systems evaluations; (40) operation analysis; (41) identifying & specifying business requirements using data recovery tools & techniques & systems evaluation; (42) complex problem solving; (43) assuring quality & lead work. Ability to: (44) prepare meaningful, accurate & concise reports; (44) stay abreast of current technologies in area of IT assigned; (45) define problems, collect data; establish facts & draw valid conclusions; (46) provide expert technical advice;(47) guidance, & recommendations to management & other technical specialists on critical IT issues.
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.	Knowledge of: 1-29 Skill for: 30-43 Ability to: 44 - 47
	<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 CODE 69934	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/27/11

JOB TITLE
Infrastructure Specialist 4

 App'd 4/27/11 [Signature]