

# POSITION DESCRIPTION

AGENCY/DEPT ID DAS5505430

DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OIT/Enterprise Shared Services	COUNTY OF EMPLOYMENT Franklin
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<b>This row is for Information Technology classifications ONLY</b>	PRIMARY TECHNOLOGY (IT ONLY) Collaboration/Conferencing Software Administration	SECONDARY TECHNOLOGY (IT ONLY) Project Management Software Administration, Systems Control and Monitoring
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POSITION NUMBER  
200006345

Reclassification     
  New Position     
  Update     
 Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION 20006345	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006339 Information Technology Manager
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<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  Page 1 of 2
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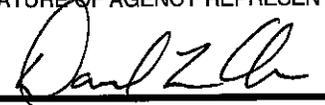
NORMAL WORKING HOURS (Explain unusual or rotating shift):  
 FROM: 7:30 am      TO: 4:30 pm

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Installs, maintains, configures, upgrades and/or administers hardware and/or software independently in workstation support, network administration, server administration, business continuity, information security, telecommunications and network connectivity, and SAN administration (i.e., multiple technology domains) where technical work requires specific knowledge to evaluate, select, adapt & modify standard procedures; devises new approaches to problems encountered. Diagnoses, analyzes and resolves issues for customer(s) across assigned multiple technology domains. Creates, organizes, files and maintains documentation.	<b>Knowledge of:</b> (1) oral & written communication tools & techniques; (2) customer support & personal service technical writing & documentation practices; (3) state & agency policy, procedures & applicable laws*; (4) vision, mission & goals of agency*; (5) mathematic principles relative to assigned area in IT; (6) telecommunications; (7) capabilities & applications of network equipment including hubs, routers, switches, bridges, servers, & related hardware; (8) IT principles, methods & practices in assigned specialty area; (9) software distribution tools & configuration management & mechanisms; (10) organizations operation environment, topology, & protocols; (11) local area & wide area networking principles & concepts; (12) back-up & recovery techniques; (13) performance monitoring methods; (14) basic internet server maintenance techniques; (15) installation & configuration procedures; (16) internet clients, such as browsers & streaming video; (17) system administration methods & procedures; (18) operating systems installation & configuration procedures; (19) technology design; (20) Collaboration/Conferencing Software Administration; (21) Project Management Software Administration; (22) Systems Control and Monitoring.  *developed after employment

JOB TITLE  
Infrastructure Specialist 2

JOB CODE  
69932  
Apr 4/22/11 p87a

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/27/11
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Office of Information Technology

UNIT OR OFFICE  
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COUNTY OF EMPLOYMENT  
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PRIMARY TECHNOLOGY (IT ONLY)  
Collaboration/Conferencing Software Administration

SECONDARY TECHNOLOGY (IT ONLY)  
Project Management Software Administration, Systems Control and Monitoring

POSITION NUMBER  
20006345  
  
 JOB TITLE  
Infrastructure Specialist 2  
  
 JOB CODE  
69932  
*Apr 4/27/11 PSM*

Reclassification     
  New Position     
  Update     
 Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION      POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
 20006339 Information Technology Manager 2

Permanent       Classified      Overtime:  Eligible       Exempt      Bargaining Unit  
 Temporary       Unclassified  
 Intermittent       Essential      If FLSA Exempt, exemption type:      Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
 FROM: 7:30 am      TO: 4:30 pm

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		<b>Skill for:</b> (23) reading comprehension, (24) speaking; (24) service orientation, installation; (25) troubleshooting; (26) critical thinking; (27) operation monitoring; (28) judgment & decision making; (29) systems analysis, systems evaluations; (30) operation analysis; (31) identifying & specifying business requirements; (32) using data recovery tools & techniques; (33) systems evaluation, & complex problem solving. <b>Ability to:</b> (34) prepare meaningful accurate & concise reports; (35) stay abreast of current technologies in area of IT assigned; (36) define problems, collect data, establish facts & draw valid conclusions.
30	Reviews and monitors enterprise security systems; takes appropriate action and responds to alarms/alerts per agency policy and procedure (e.g., anti-virus, spam).	<b>Knowledge of:</b> 1-22 <b>Skills for:</b> 23-33 <b>Ability to:</b> 34-36
15	Interfaces with other platforms from a hardware and/or software perspective.	<b>Knowledge of:</b> 1-22 <b>Skills for:</b> 23-33 <b>Ability to:</b> 34-36
15	Answers questions and presents informal mentorship opportunities to peers and/or lower-level staff via conversation, observation or technical documentation	<b>Knowledge of:</b> 1-22 <b>Skills for:</b> 23-33 <b>Ability to:</b> 34-36

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*David Z...*

4/27/11