

# POSITION DESCRIPTION

AGENCY/DEPT ID DAS500000

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
ISD/Server

COUNTY OF EMPLOYMENT  
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)  
Microsoft Server

SECONDARY TECHNOLOGY (IT ONLY)  
VMware

POSITION NUMBER  
20006348

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

Bargaining Unit 14

If FLSA Exempt, exemption type:

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.	<b>Knowledge of:</b> (1) oral & written communication tools & techniques; (2) customer support & personal service; (3) technical writing & documentation practices; (4) Microsoft Server Tools (eg WMI, Powershell v2.0, PerfMon, pstools, SCCM/WSUS/Microsoft Update); (5) Microsoft Server Platforms (eg Server 2008, Server 2008 R2, Server 2012, System Center Operation Manager 2010/2012); (6) Microsoft Server Technologies (eg Microsoft Clustering Services, Active Directory) (7) VMware Tools (eg esx cli, power cli, vSphere client); (8) VMware Technologies (eg virtual disks provisioning types, VMDKs); (9) IT principles, methods & practices in Microsoft Server Technologies; (10) software distribution & configuration management tools & mechanisms; (11) organizations operation environment, topology, & protocols; (12) back-up & recovery techniques; (13) performance monitoring methods; (14) installation & configuration procedures; (15) system administration methods & procedures; (16) operating systems installation & configuration procedures.

JOB TITLE  
Infrastructure Specialist 4

JOB CODE  
69934

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Spencer Wood*

10/6/14

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Bargaining Unit 14  
Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		<p><b>Skill for:</b> (17) service orientation; (18) installation; (19) troubleshooting; (20) critical thinking; (21) operation monitoring; (22) judgment &amp; decision making; (23) identifying &amp; specifying business requirements using data recovery tools &amp; techniques; (24) systems evaluation; (25) complex problem solving; (26) assuring quality &amp; lead work. <b>Ability to:</b> (27) prepare meaningful, accurate &amp; concise reports; (28) stay abreast of current technologies in area of IT assigned; (29) define problems, collect data; establish facts &amp; draw valid conclusions; (30) provide expert technical advice; (31) guidance, &amp; recommendations to management &amp; other technical specialists on critical IT issues.</p>
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.	<p><b>Knowledge of:</b> 1-16 <b>Skill for:</b> 17-26 <b>Ability to:</b> 27-31</p>
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. <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>	<p><b>Knowledge of:</b> 1-16 <b>Skill for:</b> 17-26 <b>Ability to:</b> 27-31</p>

JOB TITLE  
Infrastructure Specialist 4

JOB CODE  
69934

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DATE

*Spencer Wood / psm*

6/6/14