

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS500000

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ITS WEB Applications

COUNTY OF EMPLOYMENT
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)
SharePoint

SECONDARY TECHNOLOGY (IT ONLY)
Collaboration/Conferencing Software Administration, Software Configuration Management, Systems Control and Monitoring, Software Testing/Quality Assurance Tools

POSITION NUMBER
20006350

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Infrastructure Specialist

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 - 35
Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 9:00 am TO: 6:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Works with business area personnel to assure requirements are thoroughly defined and approved; performs impact analyses to identify interdependencies; assists with design reviews; performs code reviews.	<p>Knowledge of: (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 & configuration management tools & 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) technology design techniques; (21) structured analysis principles; (22) .Net Framework; (23) Collaboration/Conferencing Software Administration; (24) Software Configuration Management; (25) Systems Control and Monitoring; (26) Software Testing /Quality Assurance Tools.</p> <p>Skill for: (27) reading comprehension; (28) speaking; (29) service orientation; (30) installation; (31) troubleshooting; (32) critical</p> <p>*developed after employment</p>

JOB TITLE
Software Development Specialist 3

APD 6-13-16 [Signature]

JOB CODE
69943

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]

DATE
5-25-16

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS500000

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Enterprise Shared Services

COUNTY OF EMPLOYMENT
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)
SharePoint

SECONDARY TECHNOLOGY (IT ONLY)
Collaboration/Conferencing Software Administration, Software Configuration Management, Systems Control and Monitoring, Software Testing/Quality Assurance Tools

POSITION NUMBER
20006350

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Infrastructure Specialist

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 - 35
Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 9:00 am TO: 6:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Creates detailed test designs & test plans; creates & reviews test data for performing test scenarios; coordinates execution of unit & system test scripts, debugging efforts & defect tracking, support of user acceptance testing & software implementation & deployment tasks; leads development, implementation & monitoring of IT quality assurance standards & testing; performs performance & load testing.	thinking; (33) operation monitoring; (34) judgment & decision making; (35) systems analysis (36) systems evaluations; (37) operation analysis; (38) identifying & specifying business requirements, using data recovery tools & techniques & systems evaluation; (39) complex problem solving; (40) assuring quality. Ability to: (41) prepare meaningful accurate & concise reports; stay abreast of current technologies in area of IT assigned; (42) define problems; (43) collect data; (44) establish facts & draw valid conclusions; (45) provide expert technical advice, guidance, & recommendations to management & other technical specialists on critical IT issues. Knowledge of: 1-26 Skill for: 27-40 Ability to: 41-45
15	Writes, reviews & coordinates development of application-related training materials & software user guides, program &/or application source code documentation (e.g., use cases, in-line code comments), departmental standards, appropriate standards & criteria for acceptable programming; documentation, review & systems development lifecycle activities.	Knowledge of: 1-26 Skill for: 27-40 Ability to: 41-45
5	Assists higher-level IT staff with estimating workload requirements. <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

JOB TITLE
Software Development Specialist 3

JOB CODE
69943
APD 6/13/16 vs

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

5/26/16
5-2576