

POSITION DESCRIPTION

AGENCY/DEPT ID DAS505430

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)
ARC GIS Server

SECONDARY TECHNOLOGY (IT ONLY)
AddressBroker, ArcSDE, .Net Framework, SQL

POSITION NUMBER
20006356

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006354 GIMS System Administrator

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 | Develops software applications and performs analysis and design; reads, writes, extracts and/or reports from compounded files; works with business personnel to identify and document system software requirements; defines problems and develops potential solutions; performs post production support for business applications which may include routine maintenance, enhancements and the need to perform research to aid in troubleshooting software production errors; assists in identifying alternate courses of action; assists in the review and evaluation of software development methodologies. | <p>Knowledge of: (1) computer & electronics; (2) oral & written communication tools & techniques; (3) customer support & personal service; (4) state & agency policy, procedures & applicable laws*; (5) vision, mission & goals of agency*; (6) software development principles & methods for design, development, testing & implementation of new or modified software; (7) commonly used query language; (8) mathematic principles relative to assigned area in IT; (9) IT principles, methods & practices in assigned specialty area; (10) standard software validation tools, software distribution tools & mechanisms; (11) technical writing & documentation practices</p> <p>Skill for: (12) reading comprehension; (13) speaking; (14) service orientation; (15) troubleshooting; (16) critical thinking; (17) complex problem solving</p> <p>Ability to: (18) stay abreast of current technologies in area of IT assigned; (19) deal with problems involving several variables in familiar context; (20) define problems, collect data, establish facts & draw valid conclusions</p> |

JOB TITLE
Software Development Specialist 2

JOB CODE
69942 *Apr 4/22/10 PSM*

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



4/22/10

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POSITION NUMBER
20006356

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Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006354 Gims System Admiistrator

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 14

If FLSA Exempt, exemption type:

Page 2 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 |
|--|---|--|
| 20 | Conducts testing, implementation and assists with documentation; assists in supporting user acceptance testing; performs software implementation tasks, including source control and deployment activities; assists with development, implementation and monitoring IT quality assurance standards and testing; assists in the development and documentation of appropriate standards and criteria for acceptable programming and systems development lifecycle activities. | Knowledge of: 1 – 11 Skill for: 12 – 17 Ability to: 18 – 20 |
| 20 | Communicates with peers and others; guides performance of software development tasks per verbal instructions; answers questions on technical topics to assist other technical staff in software development; obtains or imparts information from/to other technical staff and business personnel through discussion(s) involving database, infrastructure and/or application information; leads discussion(s) or formal meetings with technical and/or non-technical personnel on simple to moderate technical topics in support of software development; summarizes, in writing, information on 1 or more related topics involving database, infrastructure and/or application information in support of software development; conveys, in writing, recommendations or conclusions to another for decision making purposes in support of software development. | Knowledge of: 1 – 11 Skill for: 12 – 17 Ability to: 18 – 20 |
| 20 | Gathers, interprets and applies information from a variety of sources to aid in software development duties, activities, events. Answers questions and presents informal mentorship opportunities to peers and/or lower-level staff via conversation, observation or technical documentation | Knowledge of: 1 – 11 Skill for: 12 – 17 Ability to: 18 – 20 |
| <p><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> | | |

JOB TITLE
Software Development Specialist 2

JOB CODE
69942
Apr 4/22/10 pdr

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE



4/22/10