

# 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)  
.NET Framework

SECONDARY TECHNOLOGY (IT ONLY)  
GIS

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 Systems Administrator

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt

Bargaining Unit

If FLSA Exempt, exemption type:

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 7:30 am    TO: 4:00 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><b>Knowledge of:</b> (1) computer &amp; electronics; (2) oral &amp; written communication tools &amp; techniques; (3) customer support &amp; personal service; (4) state &amp; agency policy, procedures &amp; applicable laws*; (5) vision, mission &amp; goals of agency*; (6) software development principles &amp; methods for design, development, testing &amp; implementation of new or modified software; (7) commonly used query language; (8) mathematic principles relative to assigned area in IT; (9) IT principles, methods &amp; practices in assigned specialty area; (10) standard software validation tools, software distribution tools &amp; mechanisms; (11) technical writing &amp; documentation practices; (12) .Net Framework; (13) GIS.</p> <p><b>Skill for:</b> (14) reading comprehension; (15) speaking; (15) service orientation; (16) troubleshooting; (17) critical thinking; (18) complex problem solving</p> <p><b>Ability to:</b> (19) stay abreast of current technologies in area of IT assigned; (20) deal with problems involving several variables in familiar context; (21) define problems, collect data, establish facts &amp; draw valid conclusions</p>

JOB TITLE  
Software Development Specialist 2

*Apr 4/22/11 psm*

JOB CODE  
69942

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*David Z...*

4/27/11

# 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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POSITION NUMBER 20006356  JOB TITLE Software Development Specialist 2	<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 20006354 GIMS Administrator	
	<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 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 am                      TO: 4:00 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.	<b>Knowledge of:</b> 1 – 13 <b>Skill for:</b> 14-18 <b>Ability to:</b> 19-21
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.	<b>Knowledge of:</b> 1 – 13 <b>Skill for:</b> 14-18 <b>Ability to:</b> 19-21
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.	<b>Knowledge of:</b> 1 – 13 <b>Skill for:</b> 14-18 <b>Ability to:</b> 19-21
<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 69942	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/27/11
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