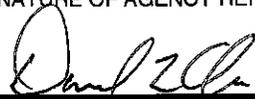


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|---|--|----------------------------------|
| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS505340 |
| DIVISION OR INSTITUTION Office of Information Technology | UNIT OR OFFICE ISD/Network Services | COUNTY OF EMPLOYMENT Franklin |

| | | | | |
|---|--|---|--|------------------------------------|
| POSITION NUMBER 20006404 | <input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update | | Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree | |
| | USUAL WORKING TITLE OF POSITION | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006416 Network Administration Manager | |
| | <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent | <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential | Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type: | Bargaining Unit 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 | | |
| 60 | Designs, plans, optimizes, implements, & maintains voice & data communications & security services for multiple state agencies, boards & commission: supervises Tier 2 & Tier 3 personnel in Unified Network Services (UNS) Network Operations Center (NOC); oversees daily operations of NOC activities, computer network & internetworking services (e.g., sets up hardware, installs network cards, cabling, hubs, concentrators, software, routers, switches, bridges, modems, CSU/DSUs, repeaters, remote access servers); directs work, approves time & attendance, completes performance evaluations, sets goals, recommends hiring, promotion, demotion, dismissal, suspension or discipline; directs network customer support team engaged in design, implementation, operation & maintenance of agency, boards & commissions computer network; installs, configures & maintains network & server software & operating systems (e.g., Windows 2000/NT, WINS, DNS, Cisco IOS, RSA, SolarWinds, HP NNMi, Numara Footprints); creates equipment specifications; configures network servers; coordinates hardware installation &/or activities with data archival specialist/team & other personnel; provides documentation on all changes; maintains licenses for hardware & software; documents & communicates problems to UNS management, team members &/or Planning & Engineering Group regarding solutions; responds to infrastructure software/hardware/network related issues 24 x 7; may be required to carry cell phone or wear pager; provides after hour on call support on a weekly basis for standby engineers & supports escalated or critical production down network outages. | Knowledge of (1) computer science; (2) telecommunications network systems; (3) computer network hardware (e.g., routers, switches, bridges, modems, CSU/DSU, repeaters, remote access servers); (4) software & operating systems (e.g., Windows 2000/NT, WINS, DNS, Cisco IOS, RSA, SolarWinds, HP NNMi, Numara Footprints); (5) network administration; (6) employee training & development; (7) supervisory principles & techniques; (8) Open System Interconnection Model; (9) Project Management concepts; Skill in (10) operation of personal computer & associated hardware/software; Ability to (11) comprehend & discuss large number of technical variables & determine course of action; (12) cooperate with co-workers on group projects; (13) maintain network security; (14) resolve complaints from network users; (15) carry cell phone or wear pager; (16) respond to system issues 24X7. | | |
| JOB CODE 67135 | List Position Numbers & Job Titles of Positions Directly Supervised: 20006427 INF3 20006430 INF1 20006428 INF3 20006408 INF1 20006392 IT2 | | SIGNATURE OF AGENCY REPRESENTATIVE  | |
| | | | DATE 6/22/11 | |

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|---|--|----------------------------------|
| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS505340 |
| DIVISION OR INSTITUTION Office of Information Technology | UNIT OR OFFICE ISD/Network Services | COUNTY OF EMPLOYMENT Franklin |

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|---|--|---|---|
| POSITION NUMBER 20006404 | <input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update | | Position Hyperlinked to <input type="checkbox"/> |
| | | | Agency Organizational Tree |
| | USUAL WORKING TITLE OF POSITION | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006416 Network Administration Manager |
| | <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent | <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential | Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type: |
| 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 |
| | 25 | Provides expertise for establishing, auditing & evaluating physical & network security for UNS electronic resources & assets: designs comprehensive plans, policies, procedures & proposals for implementing necessary security mechanisms & communicates security information to customers; installs & tests security software (e.g., patch management & anti-virus server & client configurations); designs, implements & maintains global naming conventions among multiple servers. | Knowledge of: 1, 2, 3, 4, 5, 6, 7, 8, 9 Skill in: 10 Ability to: 11, 12, 13, 14, 15. |
| | 15 | Performs other related duties as required: proactively stays current with industry trends by reading & comprehending technical manuals, publications & white papers; keeps team members & other UNS staff informed on research & development in new technologies; provides training & guidance to other team members. | Knowledge of: 1, 2, 3, 4, 5, 6, 7, 8 Skill in: 10 Ability to: 11, 12, 13. |
| JOB CODE 67135 | List Position Numbers & Job Titles of Positions Directly Supervised: 20006427 INF3 20006430 INF1 20006428 INF3 20006408 INF1 20006392 IT2 | | SIGNATURE OF AGENCY REPRESENTATIVE  DATE 6-22-11 |