100-400U

# POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505360

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| Office of Information Technology | ISD/Unified Network-Network Services | Franklin |

POSITION NUMBER
20006434 (41774.0)

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

| USUAL WORKING TITLE OF POSITION | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR |
|---|---|
| IT Consultant 2 | 20006416 (41750.0) Network Administration Manager |

| | | | |
|---|---|---|---|
| ☒ Permanent<br>☐ Temporary<br>☐ Intermittent | ☒ Classified<br>☐ Unclassified<br>☒ Essential | Overtime: ☒ Eligible ☐ Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit 14<br>Page 1 of 2 |

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm & subject to overtime/call back 24X7

JOB CODE TITLE
Information Technology Consultant 2

JOB CODE
64162

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 75 | Under general supervision of Infrastructure Services Division (ISD), Network Security Group Manager, provides technical advice & guidance to information technology personnel at middle & top management levels regarding implementation of a secured network architecture (e.g., firewalls, user authorization systems, virtual private networks, intrusion detection systems, high availability systems, load balancers): utilizes knowledge of network hardware designs, computer hardware systems, hardware & software requirements, & systems analysis & design to provide input into agency's long-range plan for implementation of network security & other technical issues; responds to network issues 24 hours/day, 7 days/week which requires standby, overtime or call back; may be required to carry cell phone or wear pager; advises customer agencies in determining network & host security requirements (e.g., firewalls, authentication systems, virtual private networks, intrusion detection systems) in regard to secured server services environment; acts as second line of technical support for ISD/Network Security Group support line; evaluates the most complex network security systems problems presented by customer agencies; researches & recommends direction of TCP/IP functions such as network high availability products; reviews & researches current technologies related to job responsibilities; coordinates various projects with internal units & customer agencies; provides status reports to management on regular basis detailing those efforts. | Knowledge of (1) network & host security concepts & products (e.g., firewalls, user authorization systems, virtual private networks, intrusion detection systems, high availability systems, load balancers); (2) computer science (e.g., network hardware designs, computer hardware systems, hardware/software requirements, systems analysis & design); (3) TCP/IP technology to resolve complex networking issues; (4) software installation & maintenance procedures; (5) middleware products (e.g., Host on Demand); (6) functions & capabilities of software systems;<br>Skill in (7) operation of computer terminals , peripherals & associated software;<br>Ability to (8) interpret variety of technical computer manuals & documentation; (9) communicate verbally on technical matters; (10) define problems, collect data, establish facts & draw logical conclusions; (11) cooperate with co-workers on group projects; (12) respond to network issues on 24X7 basis; (13) carry cell phone or wear pager. |

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | | 11/5/08 |

Appl 1-12-09 CB

100-400U

# POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505360

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| Office of Information Technology | ISD/Unified Network-Network Services | Franklin |

POSITION NUMBER 20006434 ( 41774.0)

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
IT Consultant 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006416 (41750.0) Network Administration Manager

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☒ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm & subject to overtime/call back 24X7

JOB CODE TITLE Information Technology Consultant 2

JOB CODE 64162

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 15 | Analyzes, designs, implements & maintains complex network security & computer systems for Office of Information Technology & customer agencies: responsible for installation, configuration, maintenance & support of wide variety of network security/accessibility applications (e.g., firewall, intrusion detection, user authentication, virtual private networks, virus protection, security reporting systems) which run on multiple operating systems (e.g., UNIX, NT/2000, OS/390); independently writes & maintains various scripts & programs in supporting applications. | Knowledge of 1, 9, 10, 11, 12<br>Skill in 3<br>Ability to 4, 5, 6, 7, 9. |
| 10 | Performs other related duties as assigned: represents agency in meetings with customer agencies; attends seminars & conferences to stay abreast of industry trends & directions; prepares reports & presentations to assisting agencies in resolving information technology challenges. | Knowledge of 1, 2, 9, 10, 11, 12<br>Skill in 3<br>Ability to 4, 5, 6, 7, 8.<br><br><u>Position Specific Minimum Qualifications</u><br>36 mos. exp. or trg. using TCP/IP in a network security environment;<br><br>24 mos. exp. integrating network security (e.g., firewalls, user authentication systems, virtual private networks, &/or intrusion detection systems). |
| | Must submit to & pass personal background check. | |

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | | 1/9/9 |

Upd 1-12-09 CB