

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS500000

DIVISION OR INSTITUTION: Office of Information Technology      UNIT OR OFFICE: ISD/ Network      COUNTY OF EMPLOYMENT: Franklin

**This row is for Information Technology classifications ONLY**  
 PRIMARY TECHNOLOGY (IT ONLY): Security Software & Hardware      SECONDARY TECHNOLOGY (IT ONLY): QOS Multi-service networking, Router/Switch, Security Monitoring, WAN

POSITION NUMBER  
20006434

Reclassification       New Position       Update      Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: \_\_\_\_\_ POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: \_\_\_\_\_  
SEE TABLE OF ORGANIZATION

Permanent       Classified      Overtime:  Eligible       Exempt      Bargaining Unit 14  
 Temporary       Unclassified      If FLSA Exempt, exemption type: \_\_\_\_\_      PR - 36  
 Intermittent       Essential      Page 1 of 2

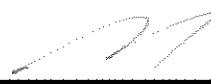
NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00 am      TO: 5:00 pm

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Evaluates current IT policies, procedures, and practices and recommends. Leads IT driven change effort. Participates in and/or leads activities to achieve project tasks/meet deadlines.	<b>Knowledge of:</b> (1) oral & written communication tools & techniques; (2) customer technical support services; (3) technical writing & documentation practices; (4) state & agency policy, procedures & applicable laws*; (5) vision, mission & goals of agency*; (6) mathematic principles relative to assigned area in IT; (7) carrier telecommunications (e.g., VOIP); (8) capabilities & applications of network equipment including firewalls, IDS, VPN, load balancers, authentication systems, routers, switches, servers, & related hardware; (9) best practices in area of Operating Systems, system utilities, software distribution & network configuration management; (10) organizations operation environment, topology, & protocols*; (11) local area & wide area networking principles & concepts; (12) network security design & project oversight (e.g., cost benefit analysis); (13) Security Software & Hardware; (14) QOS Multi-service networking; (15) Router/Switch; (16) Security Monitoring; (17) WAN. <b>Skill in:</b> (18) reading & comprehension of advanced technical documentation; (19) installation of network security hardware & software; (20) judgment & decision making; (21) identifying & specifying business requirements; (22) complex problem solving & analysis; (23) assuring quality & leadership; <b>Ability to:</b> (24) prepare meaningful, accurate & concise reports; (25) stay abreast of current technologies in area of IT assigned; (26) define problems, collect data, establish facts & draw valid conclusions; (27) provide expert technical advice; (28) provide guidance & recommendations to management & other technical specialists on critical IT issues

JOB TITLE  
Infrastructure Specialist 4

JOB CODE  
69934  
APD 4-30-15 VB

List Position Numbers & Job Titles of Positions Directly Supervised: \_\_\_\_\_ SIGNATURE OF AGENCY REPRESENTATIVE:  DATE: 5/12/15

