

POSITION DESCRIPTION

AGENCY/DEPT ID DAS505280

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/ Windows System Services

COUNTY OF EMPLOYMENT
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)
Storage Management

SECONDARY TECHNOLOGY (IT ONLY)
Unix/Linux

POSITION NUMBER
20006444

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006460 Information Technology Manager 2

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	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.	Knowledge of: (1) oral & written communication tools & techniques; (2) customer support & personal service; (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) telecommunications; (8) capabilities & applications of network equipment including hubs, routers, switches, bridges, servers, & related hardware; (9) IT principles, methods & practices in assigned specialty area; (10) software distribution & configuration management tools & mechanisms; (11) organizations operation environment, topology, & protocols; (12) local area & wide area networking principles & concepts; (13) back-up & recovery techniques; (14) performance monitoring methods; (15) basic internet server maintenance techniques; (16) installation & configuration procedures; (17) internet clients, such as browsers & streaming video; (18) system administration methods & procedures; (19) operating systems installation & configuration procedures; (20) technology design; (21) technology design techniques; (22) structured analysis principles; (23) cost-benefit analysis methods; (24) interrelationships of multiple IT specialties.

JOB TITLE
Infrastructure Specialist 4

JOB CODE
69934
Appd 4/22/10 [Signature]

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Signature]

4/22/10

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20006460 Information Technology Manager 2

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 14
 Temporary Unclassified
 Intermittent Essential 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
	<p>Develops solutions design; works with IT Architect staff, CIO or IT Managers to design solutions that meet the agency's requirements; assists analysis of the solution design's business case; authors' portions of the solution business case.</p> <p>Works with vendors, other specialists and/or agencies to solve integration problems. Plans and conducts formal mentorship activities for peers and/or lower-level staff via verbal instruction or technical documentation.</p> <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>	<p>Skill for: (25) reading comprehension; (26) speaking; (27) service orientation; (28) installation; (29) troubleshooting; (30) critical thinking; (31) operation monitoring; (32) judgment & decision making; (33) systems analysis; (34) systems evaluations; (35) operation analysis; (36) identifying & specifying business requirements using data recovery tools & techniques & systems evaluation; (37) complex problem solving; (38) assuring quality & lead work.</p> <p>Ability to: (39) prepare meaningful, accurate & concise reports; (40) stay abreast of current technologies in area of IT assigned; (41) define problems, collect data; establish facts & draw valid conclusions; (42) provide expert technical advice; (43) guidance, & recommendations to management & other technical specialists on critical IT issues.</p> <p>Knowledge of: 1-24 Skill for: 25-38 Ability to: 39-43</p> <p>Knowledge of: 1-24 Skill for: 25-38 Ability to: 39-43</p>

JOB TITLE
Infrastructure Specialist 4

JOB CODE
69934
apd 4/22/10 psm

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE



4/22/10