

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
2000648

 JOB TITLE
Infrastructure Specialist 4

 JOB CODE
69934

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
 Intermittent Essential If FLSA Exempt, exemption type: PR - 36
 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	Responsible for evaluating current IT policies, procedures & practices, as well as providing recommendations. Will lead IT driven change efforts; and participate in &/or lead activities to achieve project tasks/meet deadlines. Will also provide: <ul style="list-style-type: none"> Advanced Network Security troubleshooting, problem identification and resolution Implementation of Network Security changes provided by Design Engineering Group Enforcement of State wide Security Policies, Procedures and Guidelines (Network Security Best practices) Day to day administration of Firewalls, AccelOps, IDS, Load Balancers, DDoS appliance, RSA, Duo Security, ACS Servers Daily monitoring of logs for all network security devices Proactive monitoring of network security threats or malicious activity (virus, worms, bots, spam, etc.) Review and implementation of network security change requests via ServiceNow On Call After Hours Support (5pm-7am and weekends) Onsite Customer Network Security Support Mentoring and/or Training (Security) Lead Engineering (Network Security) Project Coordination with Network Planning and Engineering Group Creation/maintenance of functional drawings and documentation Inventory management and equipment salvage preparation 	<p>Knowledge of: (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.</p> <p>Skill in: (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.</p> <p>Ability to: (24) prepare meaningful, accurate & concise reports; (25) stay abreast of current technologies in area of IT assigned; (26) define problems, collect data, establish</p> <p style="text-align: right; font-size: small;">*developed after employment</p>

List Position Numbers & Job Titles of Positions Directly Supervised: SIGNATURE OF AGENCY REPRESENTATIVE DATE

 1/12/16

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS500000

DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Network	COUNTY OF EMPLOYMENT Franklin
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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
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POSITION NUMBER 20006448	<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 SEE TABLE OF ORGANIZATION	
	<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 14 PR - 36 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
40	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	facts & draw valid conclusions; (27) provide expert technical advice; (28) provide guidance & recommendations to management & other technical specialists on critical IT issues Knowledge of: 1-17* Skill in: 18-23 Ability to: 24-28
20	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.	Knowledge of: 1-17* Skill in: 18-23 Ability to: 24-28
<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>		*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/12/16
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JOB TITLE: Infrastructure Specialist 4
 JOB CODE: 69934
 APD 2/2/16 KB