

# POSITION DESCRIPTION

AGENCY/DEPT ID DAS505280

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
ISD/Server

COUNTY OF EMPLOYMENT  
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)  
Microsoft Server

SECONDARY TECHNOLOGY (IT ONLY)  
Intel

POSITION NUMBER  
20006463

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  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt

Bargaining Unit

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 effectiveness and risk of IT processes. Recommends changes in IT procedures to meet customer needs.	<p><b>Knowledge of:</b> (1) oral &amp; written communication tools &amp; techniques; (2) customer support &amp; personal service technical writing &amp; documentation practices; (3) Microsoft Server Tools (e.g., WMI, Powershell v2.0, PerfMon, Widnows Systemals); (4) Microsoft Server Platforms (e.g., Server 2008, Server 2008 R2, Server 2012, System Center Operation Manager 2010/2012, System Center Configuration Manager 2010/2012); (5) Microsoft Server Technologies (e.g., Microsoft Clustering Services, Windows Network Load Balancing); (6) Intel Tools (e.g., HP iLO, HP System Insight Manager); (7) Intel Platform (e.g., HP BL460 G6/G7/G8, HP BL490 G6/G7/G8, HP c7000, Intel Xeon); (8) Intel Technologies (e.g., HP Onboard Administrator, NUMA, Intel CPU Hyperthreading); (9) IT principles, methods &amp; practices in Microsoft Server Technologies; (10) software distribution &amp; configuration management tools &amp; mechanisms; (11) organizations operation environment, topology, &amp; protocols; (12) local area &amp; wide area networking principles &amp; concepts; (13) back-up &amp; recovery techniques; (14) performance monitoring methods; (15) installation &amp; configuration procedures; (16) system administration methods &amp; procedures; (17) operating systems installation &amp; configuration procedures; (18) technology design; (19) Microsoft Server; (20) Intel</p> <p>*developed after employment</p>

JOB TITLE  
Infrastructure Specialist 3

*apd 12/6/13 [signature]*

JOB CODE  
69933

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*[Signature]*

12-6-13

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Bargaining Unit  
Page 2 of 2

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		<p><b>Skill for:</b> (21) service orientation; (22) installation; (23) troubleshooting; (24) critical thinking; (25) operation monitoring; (26) judgment &amp; decision making; (27) systems evaluations; (28) identifying &amp; specifying business requirements; (29) using data recovery tools &amp; techniques; (30) complex problem solving; (31) assuring quality. <b>Ability to:</b> (32) prepare meaningful accurate &amp; concise reports; (33) stay abreast of current technologies in area of IT assigned; (34) define problems; (35) collect data; (36) establish facts &amp; draw valid conclusions; (37) provide expert technical advice, guidance, &amp; recommendations to management &amp; other technical specialists on critical IT issues.</p>
40	Evaluates and/or researches hardware and/or software solutions and provides feedback to project team or higher-level staff. Interfaces and/or performs work with other applications or platforms.	<p><b>Knowledge of:</b> 1-20 <b>Skill for:</b> 21-31 <b>Ability to:</b> 32-37</p>
20	<p>Assists in providing IT consultation and recommendations for implementation, ensuring services are not compromised. Provides technical IT leadership for integration of various related systems. Participates in and/or provides technical IT assistance to achieve project tasks/meet deadlines. <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><b>Knowledge of:</b> 1-20 <b>Skill for:</b> 21-31 <b>Ability to:</b> 32-37  *developed after employment</p>

JOB TITLE  
Infrastructure Specialist 3

JOB CODE  
69933  
*apd 12/6/13 psm*

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12-6-13