

# POSITION DESCRIPTION

AGENCY/DEPT ID DAS500000

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)  
VMware

SECONDARY TECHNOLOGY (IT ONLY)  
Microsoft Server

POSITION NUMBER  
20006468

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  
If FLSA Exempt, exemption type:

Bargaining Unit 14  
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 support & personal service; (3) technical writing & documentation practices; (4) VMware Tools (e.g., ESXi Commandline interface, esxstop, erspan, lscp); (5) VMware Platforms (e.g., vSphere, vCenter Operations Manager, vCenter, vCloud Director, Hyperic); (6) VMware Technologies (e.g., distributed virtual switch, standard virtual switch, virtual disks, VMDK); (7) Microsoft Server Tools (e.g., powershell); (8) Microsoft Server Platform (e.g., Server 2003 R2, Server 2008, Server 2008 R2, Server 2012); (9) IT principles, methods & practices in VMware Technologies; (10) software distribution & configuration management tools & mechanisms; (11) organizations operation environment, topology, & protocols; (12) back-up & recovery techniques; (13) performance monitoring methods; (14) installation & configuration procedures; (15) system administration methods & procedures; (16) operating systems installation & configuration procedures.

JOB TITLE  
Infrastructure Specialist 4

JOB CODE  
69934

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Spencer Wood*

6/5/14

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Bargaining Unit 14  
Page 2 of 2

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		<b>Skill for:</b> (17) service orientation; (18) installation; (19) troubleshooting; (20) critical thinking; (21) operation monitoring; (22) judgment & decision making; (23) identifying & specifying business requirements using data recovery tools & techniques; (24) systems evaluation; (25) complex problem solving; (26) assuring quality & lead work. <b>Ability to:</b> (27) prepare meaningful, accurate & concise reports; (28) stay abreast of current technologies in area of IT assigned; (29) define problems, collect data & establish facts & draw valid conclusions; (30) provide expert technical advice; (31) guidance, & recommendations to management & other technical specialists on critical IT issues.
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.	<b>Knowledge of:</b> 1-16 <b>Skill for:</b> 17-26 <b>Ability to:</b> 27-31
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. <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>	<b>Knowledge of:</b> 1-16 <b>Skill for:</b> 17-26 <b>Ability to:</b> 27-31

JOB TITLE  
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DATE

*Spencer Wood/pmm*

6/5/14