POSITION DESCRIPTION

AGENCY/DEPT ID DAS505280

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	ISD/Server	Franklin
This row is for Information Technology classifications ONLY	PRIMARY TECHNOLOGY (IT ONLY) Microsoft Server	SECONDARY TECHNOLOGY (IT ONLY) Intel

POSITION NUMBER 20006472

☐ 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

Page 1 of 2

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

JOB TITLE Infrastructure Specialist 3

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.	**Knowledge of:** (1) oral &written communication tools & techniques; (2) customer support & personal service technical writing & documentation practices; (3) Microsoft Server Tools (e.g., WMI, Powershell v2.0, PerfMon, Widnows Systernals); (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 & practices in Microsoft Server Technologies; (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) installation & configuration procedures; (16) system administration methods & procedures; (17) operating systems installation & configuration procedures; (18) technology design; (19) Microsoft Server; (20) Intel *developed after employment

JOB CODE 69933

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Spencer Wood/ RPM	3/19/14

POSITION DESCRIPTION

AGENCY/DEPT ID DAS505280

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	ISD/Server	Franklin
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POSITION NUMBER 20006472

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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

Page 2 of 2

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

JOB TITLE Infrastructure Specialist 3

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		Skill for: (21) service orientation; (22) installation; (23) troubleshooting; (24) critical thinking; (25) operation monitoring; (26) judgment & decision making; (27) systems evaluations; (28) identifying & specifying business requirements; (29) using data recovery tools & techniques; (30) complex problem solving; (31) assuring quality. **Ability to:** (32) prepare meaningful accurate &concise reports; (33) stay abreast of current technologies in area of IT assigned; (34) define problems; (35) collect data; (36) establish facts & draw valid conclusions; (37) provide expert technical advice, guidance, & recommendations to management & other technical specialists on critical IT issues.
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.	**Knowledge of:** 1-20 **Skill for:** 21-31 **Ability to:** 32-37
20	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. *Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.*	**Knowledge of:** 1-20 **Skill for:** 21-31 **Ability to:** 32-37 *developed after employment

JOB CODE 69933

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Spencer Wood (pen)

DATE: 3/19/14