

POSITION DESCRIPTION

AGENCY/DEPT ID DAS505430

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD

COUNTY OF EMPLOYMENT
Franklin

This row is for information
Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)
Identity & Access Management

SECONDARY TECHNOLOGY (IT ONLY)

POSITION NUMBER
20006479

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:
 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) Identity & Access Management Tools (e.g., alerts, event log, script status, completion of scheduled tasks, HTML); (5) Identity & Access Management Platforms (e.g., ForeFront Identity Manager (FIM), SQL/Oracle, United Access Gateway (UAG), scheduled tasks, scripting); (6) Identity & Access Management Technologies (e.g., Microsoft NW, Directory Services, Microsoft Server, Microsoft OS); (7) IT principles, methods & practices in Identity & Access Management best practices; (8) software distribution & configuration management tools & mechanisms; (9) organizations operation environment, topology, & protocols; (10) back-up & recovery techniques; (11) performance monitoring methods; (12) installation & configuration procedures; (13) system administration methods & procedures; (14) operating systems installation & configuration procedures; (15) technology design; (16) structured analysis principles; (17) Identity & Access Management

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

Spencer Wood / *[Signature]*
1/15/14

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Bargaining Unit 14
Page 2 of 2

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JOB TITLE
Infrastructure Specialist 4

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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.	<p>Skill for: (18) service orientation; (19) installation; (20) troubleshooting; (21) critical thinking; (22) operation monitoring; (23) judgment & decision making; (24) identifying & specifying business requirements using data recovery tools & techniques; (25) systems evaluation; (26) complex problem solving; (27) assuring quality & lead work.</p> <p>Ability to: (28) prepare meaningful, accurate & concise reports; (29) stay abreast of current technologies in area of IT assigned; (30) define problems, collect data; establish facts & draw valid conclusions; (31) provide expert technical advice; (32) guidance, & recommendations to management & other technical specialists on critical IT issues.</p> <p>Knowledge of: 1-17 Skill for: 18-27 Ability to: 28-32</p>
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.	<p>Knowledge of: 1-17 Skill for: 18-27 Ability to: 28-32</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>		

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69934

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Spencer Wood/rom

1/15/14