

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS500000

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Computer Operations

COUNTY OF EMPLOYMENT
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)
IBM Mainframe

SECONDARY TECHNOLOGY (IT ONLY)

POSITION NUMBER
20006483

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
PR 36
Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm on call 7 by 24, occasional weekends for maintenance

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	<p>Evaluates effectiveness and risk of Information Technology (IT) processes. Performs as a Mainframe Systems Programmer</p> <ul style="list-style-type: none"> - Interfaces with IT enterprise and agency Service Representatives (state agencies & internal agency) on the development of or enhancement to mainframe processes and procedures - Evaluates IT enterprise and agency requirements for mainframe processing efficiencies - Interfaces with IT Security on incorporating policy and best practices requirements into mainframe processes - Participates in Disaster Recovery tests. <p>Recommends changes in IT procedures to meet customer needs.</p> <ul style="list-style-type: none"> - Evaluates current mainframe configuration and researches options for meeting future customer needs - Makes recommendations to update mainframe designs and implementations to meet IT service objectives. - Evaluates effect of policies on mainframe infrastructure - Makes recommendation for updating mainframe policies to meet statewide agency objectives 	<p>Knowledge of: (1) oral & written communication tools & techniques; (2) customer support & personal service; (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) telecommunications; (8) capabilities & applications of network equipment including hubs, routers, switches, bridges, servers, & related hardware; (9) IT principles, methods & practices in assigned specialty area; (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) basic internet server maintenance techniques; (16) installation & configuration procedures; (17) internet clients, such as browsers & streaming video; (18) system administration methods & procedures; (19) operating systems installation & configuration procedures; (20) technology design; (21) technology design techniques; (22) structured analysis principles; (23) cost-benefit analysis methods; (24) interrelationships of multiple IT specialties; (25) IBM Mainframe.</p> <p>Skill for: (27) reading comprehension; (28) speaking; (29) service orientation; (30) installation; (31) troubleshooting; (32) critical thinking; (33) operation monitoring; (34) judgment & decision making; (35) systems analysis; (36) systems evaluations; (37) operation analysis;</p>

JOB TITLE
Infrastructure Specialist 4

JOB CODE
69934
APD 1-5-16

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

12/14/25

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	<p>Provides technical advice regarding analysis, installation, planning & development of Mainframe computer hardware & software (e.g., BMC Product Suite, CICS, DB2, HCD, HMC, IBM Tools, IMS, ISPF, JCL, JES2&JES3, MQ/Series, RACF, RMF, SMP/E & various Network protocols (e.g. Connect:Direct, NetView, Session Manager, TCP/IP, TSO, VTAM); evaluates very complex Mainframe system requirements (e.g., Mainframe resource usage, vendor software, computing platform, transactions processing, batch system, recovery, backup) for ISD & agency customers; conducts extensive research (e.g., vendor web sites, product documentation, independent sources such as Gartner Group); evaluates & measures present computing capacity & projected Mainframe growth; prepares reports recommending appropriate hardware, software, & cost projections regarding addition of new Mainframe hardware, software &/or upgrades.</p>	<p>(38) identifying & specifying business requirements using data recovery tools & techniques & systems evaluation; (39) complex problem solving; (40) assuring quality & lead work. Ability to: (41) prepare meaningful, accurate & concise reports; (42) stay abreast of current technologies in area of IT assigned; (43) define problems, collect data; establish facts & draw valid conclusions; (44) provide expert technical advice; (45) guidance, & recommendations to management & other technical specialists on critical IT issues.</p> <p>Knowledge of (1) computer science; (2) Mainframe capacity planning; (3) Mainframe hardware & software (e.g., BMC Product Suite, CICS, DB2, HCD, HMC, IBM Tools, IMS, ISPF, JCL, JES2&JES3, MQ/Series, RACF, RMF, SMP/E & various Network protocols (e.g. Connect:Direct, NetView, Session Manager, TCP/IP, TSO, VTAM); (4) systems analysis & design; (5) information systems acquisition procedures & fiscal controls*; (6) information systems & software development; (7) project management; Skill in (8) operation of microcomputer & associated hardware/software; Ability to (9) deal with many variables & determine appropriate action; (10) read & interpret extensive variety of technical material; (11) communicate verbally & in writing on technical & non-technical matters.</p>
20	<p>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. Other Duties as assigned. <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>Knowledge of 1-7* Skill in 8 Ability to 9-11</p>

JOB TITLE
Infrastructure Specialist 4

JOB CODE
69934
APD 1-15-16

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



12/14/15