

# POSITION DESCRIPTION

AGENCY/DEPT ID DAS505250

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
ISD/ Enterprise Computing

COUNTY OF EMPLOYMENT  
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)  
IMS DB

SECONDARY TECHNOLOGY (IT ONLY)  
IBM Z/OS

POSITION NUMBER  
20006486

Reclassification     New Position     Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20006483 Systems Programmer Supervisor 2

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt

Bargaining Unit 14

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.	<b>Knowledge of:</b> (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.

JOB TITLE  
Infrastructure Specialist 4

JOB CODE  
69934  
*Apr 4/22/10*

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*[Signature]*

4/22/10

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		<p><b>Skill for:</b> (25) reading comprehension; (26) speaking; (27) service orientation; (28) installation; (29) troubleshooting; (30) critical thinking; (31) operation monitoring; (32) judgment &amp; decision making; (33) systems analysis; (34) systems evaluations; (35) operation analysis; (36) identifying &amp; specifying business requirements using data recovery tools &amp; techniques &amp; systems evaluation; (37) complex problem solving; (38) assuring quality &amp; lead work.</p> <p><b>Ability to:</b> (39) prepare meaningful, accurate &amp; concise reports; (40) stay abreast of current technologies in area of IT assigned; (41) define problems, collect data; establish facts &amp; draw valid conclusions; (42) provide expert technical advice; (43) guidance, &amp; recommendations to management &amp; other technical specialists on critical IT issues.</p>
40	<p>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>	<p><b>Knowledge of:</b> 1-24 <b>Skill for:</b> 25-38 <b>Ability to:</b> 39-43</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.</p> <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></p>	<p><b>Knowledge of:</b> 1-24 <b>Skill for:</b> 25-38 <b>Ability to:</b> 39-43</p>

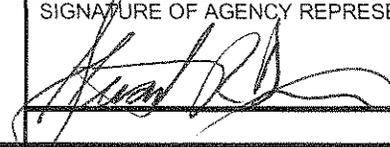
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DATE



*4/22/10*