

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)
IBM Mainframe

SECONDARY TECHNOLOGY (IT ONLY)
Enterprise Software Administration

POSITION NUMBER
20006488

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
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.	<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) Tivoli Omegamon Monitoring Suite ; (6) CICS Transaction Server ; (7) mainframe software principles, methods & practices; (8) SAS; (9) BMC Control Products; (10) mainframe technology design; (11) cost-benefit analysis methods; (12) IBM Mainframe;(13) Enterprise Software Administration</p> <p>Skill for: (14) reading comprehension of advanced technical documentation; (15) mainframe software configuration & installation; (16) mainframe software troubleshooting & backup recovery techniques; (17) operation & performance monitoring; (18) judgment & decision making; (19) systems analysis & evaluation; (20) identifying & specifying business requirements; (21) complex problem solving; (22) completing & assuring quality work.</p> <p>Ability to: (23) prepare meaningful, accurate & concise reports; (24) stay abreast of current technologies in area of IT assigned; (25) define problems, collect data; establish facts & draw valid conclusions; (26) provide expert technical advice;(27) provide guidance & recommendations to management & other technical specialists on critical IT issues.</p>

JOB TITLE
Infrastructure Specialist 4



App'd 4/21/11

JOB CODE
69934

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Daniel Z... 4/14/11

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): IBM Mainframe
 SECONDARY TECHNOLOGY (IT ONLY): Enterprise Software Admin

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 Classified Overtime: Eligible Exempt
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: _____
 Bargaining Unit 14
 Page 2 of 2

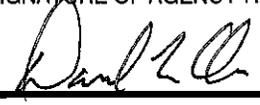
NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	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.	Knowledge of: 1, 2, 3, 4*, 5, 6, 7, 8, 9, 10, 11, 12, 13 Skill in: 14, 15, 16, 17, 18, 19, 20, 21, 22 Ability to: 23, 24, 25, 26, 27
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>	Knowledge of: 1, 2, 3, 4*, 5, 6, 7, 8, 9, 10, 11, 12, 13 Skill in: 14, 15, 16, 17, 18, 19, 20, 21, 22 Ability to: 23, 24, 25, 26, 27

POSITION NUMBER 20006488
 JOB TITLE Infrastructure Specialist 4
 JOB CODE 69934
 apr 1/20/11 *PRM*

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE


DATE
 4-14-11