

POSITION DESCRIPTION		AGENCY/DEPT ID DAS505250
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Enterprise Computing	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006492	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree									
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006442 Data Systems Administrator									
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 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												
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">70</td> <td style="vertical-align: top;"> Under administrative direction, supervises technology analysts engaged in installing, maintaining & integrating computer security software (e.g., RACF), & directory services (e.g., LADP) & installing configuring & ad-ministering cross platform middleware (e.g., MQSeries & WebSphere): responds to related issues 24 hours/day, 7 days/week, 365 days/year, which requires call back within defined response time &/or overtime according to service level agreement for each customer; responsible for analysis, selection, installation & maintenance of computer software executed on UNIX or Windows platforms (e.g., UNIX on OS390 or Z/OS, & Windows/NT) that support wide variety of customer agencies on multiple platforms; assigns projects to staff & ensures they have resources & training required to complete tasks correctly & on schedule; monitors & evaluates job performance of each section member; makes recommendations to improve job performance including suggestions for training classes & seminars; writes position descriptions & postings for new or vacant positions, interviews applicants, makes hiring recommendations; provides assistance & staff guidance with determination & resolution of software problems that occur; performs administrative functions such as approval of requests for leave, time reports & completes performance evaluations; participates in development of service level agreements, section budgets, business plans, services rate development; ensures fiscal control (e.g., monitors section's expenditures & overtime usage). </td> <td style="vertical-align: top;"> Knowledge of (1) budget preparation; (2) management; (3) computer security soft-ware (RACF); (4) IBM Job Control Language; (5) LDAP directories; (6) cross-platform middleware (MQ Series, WebSphere); (7) computer operating systems (e.g., UNIX, ZOS/OS390, Windows/NT); (8) workforce planning; (9) TCP/IP networking & security; (10) agency policies, procedures & standards relative to the installation, testing & maintenance of systems software*; (11) interviewing; Skill in (12) operation of mainframe & personal computer hardware & software; Ability to (13) understand computer hardware & software; (14) understand complex computer networks; (15) interpret a variety of instructions in written, oral, picture or schedule form; (16) define problems, collect data, establish facts & draw valid conclusions; (17) interpret & understand extensive variety of technical material from books, manuals & websites; (18) deal with many variables & determine specific corrective actions; (19) respond to related system issues 24X7. </td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">*developed after employment</td> </tr> </tbody> </table>				%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	70	Under administrative direction, supervises technology analysts engaged in installing, maintaining & integrating computer security software (e.g., RACF), & directory services (e.g., LADP) & installing configuring & ad-ministering cross platform middleware (e.g., MQSeries & WebSphere): responds to related issues 24 hours/day, 7 days/week, 365 days/year, which requires call back within defined response time &/or overtime according to service level agreement for each customer; responsible for analysis, selection, installation & maintenance of computer software executed on UNIX or Windows platforms (e.g., UNIX on OS390 or Z/OS, & Windows/NT) that support wide variety of customer agencies on multiple platforms; assigns projects to staff & ensures they have resources & training required to complete tasks correctly & on schedule; monitors & evaluates job performance of each section member; makes recommendations to improve job performance including suggestions for training classes & seminars; writes position descriptions & postings for new or vacant positions, interviews applicants, makes hiring recommendations; provides assistance & staff guidance with determination & resolution of software problems that occur; performs administrative functions such as approval of requests for leave, time reports & completes performance evaluations; participates in development of service level agreements, section budgets, business plans, services rate development; ensures fiscal control (e.g., monitors section's expenditures & overtime usage).	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JOB CODE 64133	JOB CODE TITLE Information Technology Manager 2	Ad 2/2/12 <i>prn</i>	List Position Numbers & Job Titles of Positions Directly Supervised: 20006493 Infrastructure Specialist 3 20006494 Infrastructure Specialist 4 20006497 Infrastructure Specialist 1 20006477 Infrastructure Specialist 2									
		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3-15-12									

