

# 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):

POSITION NUMBER  
20006494

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: 7:00 am      TO: 4:00 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) mainframe ZSecure software; (5) Resource Access Control Facility (RACF); (6) TN3270 Encryption; (7) IT Audits for the Datacenter; (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) performance monitoring methods; (13) installation & configuration procedures; (14) system administration methods & procedures; (15) operating systems installation & configuration procedures; (16) technology design; (17) technology design techniques; (18) structured analysis principles; (19) cost-benefit analysis methods; (20) interrelationships of multiple IT specialties; (21) IBM Mainframe;

JOB TITLE  
Infrastructure Specialist 4

JOB CODE  
69934

List Position Numbers & Job Titles of Positions Directly Supervised:      SIGNATURE OF AGENCY REPRESENTATIVE: *Spencer Wood*      DATE: 3/3/14

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IBM Mainframe

SECONDARY TECHNOLOGY (IT ONLY)

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Overtime:  Eligible     Exempt  
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Bargaining Unit 14

Page 2 of 2

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		<p><b>Skill for:</b> (22) reading comprehension; (23) speaking; (24) service orientation; (25) installation; (26) troubleshooting; (27) critical thinking; (28) operation monitoring; (29) judgment &amp; decision making; (30) systems analysis; (31) systems evaluations; (32) operation analysis; (33) identifying &amp; specifying business requirements using data recovery tools &amp; techniques &amp; systems evaluation; (34) complex problem solving; (35) assuring quality &amp; lead work.</p> <p><b>Ability to:</b> (36) prepare meaningful, accurate &amp; concise reports; (37) stay abreast of current technologies in area of IT assigned; (38) define problems, collect data; establish facts &amp; draw valid conclusions; (39) provide expert technical advice; (40) guidance, &amp; recommendations to management &amp; other technical specialists on critical IT issues.</p> <p><b>Knowledge of:</b> 1-21 <b>Skill for:</b> 22 - 35 <b>Ability to:</b> 36 - 40</p> <p><b>Knowledge of:</b> 1-21 <b>Skill for:</b> 22 - 35 <b>Ability to:</b> 36 - 40</p>
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.	
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>	

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Spencer Wood / [Signature]*

3/3/14