

# POSITION DESCRIPTION

AGENCY/DEPT ID DAS505280

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
ISD/Windows System Services

COUNTY OF EMPLOYMENT  
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)  
Microsoft NW

SECONDARY TECHNOLOGY (IT ONLY)

POSITION NUMBER  
20072369

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

Bargaining Unit

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 effectiveness and risk of IT processes. Recommends changes in IT procedures to meet customer needs.	<p><b>Knowledge of:</b> (1) oral &amp; written communication tools &amp; techniques; (2) customer support &amp; personal service technical writing &amp; documentation practices; (3) state &amp; agency policy, procedures &amp; applicable laws*; (4) vision, mission &amp; goals of agency*; (5) Microsoft Exchange Administration (e.g., install, configure, troubleshoot); (6) Active Sync; (7) Data Availability Group (DAG); (8) IT principles, methods &amp; practices in Microsoft Exchange; (9) software distribution &amp; configuration management tools &amp; mechanisms; (10) PowerShell; (11) local area &amp; wide area networking principles &amp; concepts; (12) back-up &amp; recovery techniques; (13) performance monitoring methods; (14) basic internet server maintenance techniques; (15) installation &amp; configuration procedures; (16) internet clients, such as browsers &amp; streaming video; (17) system administration methods &amp; procedures; (18) operating systems installation &amp; configuration procedures; (19) technology design; (20) technology design techniques; (21) structured analysis principles; (22) Microsoft NW.</p> <p>*developed after employment</p>

JOB TITLE  
Infrastructure Specialist 3

JOB CODE  
69933  
*apd 3/7/12 [Signature]*

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*[Signature]*

3-16-12

# POSITION DESCRIPTION

AGENCY/DEPT ID DAS505280

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
ISD/Windows System Servers

COUNTY OF EMPLOYMENT  
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)  
Microsoft NW

SECONDARY TECHNOLOGY (IT ONLY)

POSITION NUMBER  
20072369

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

Bargaining Unit

If FLSA Exempt, exemption type:

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
		<p><b>Skill for:</b> (23) reading comprehension; (24) speaking; (25) service orientation; (26) installation; (27) troubleshooting; (28) critical thinking; (29) operation monitoring; (30) judgment &amp; decision making; (31) systems analysis (32) systems evaluations; (33) operation analysis; (34) identifying &amp; specifying business requirements, using data recovery tools &amp; techniques &amp; systems evaluation; (35) complex problem solving; (36) assuring quality.</p> <p><b>Ability to:</b> (37) prepare meaningful accurate &amp; concise reports; (38) stay abreast of current technologies in area of IT assigned; (39) define problems; (40) collect data; (41) establish facts &amp; draw valid conclusions; (42) provide expert technical advice, guidance, &amp; recommendations to management &amp; other technical specialists on critical IT issues.</p>
40	<p>Evaluates and/or researches hardware and/or software solutions and provides feedback to project team or higher-level staff. Interfaces and/or performs work with other applications or platforms.</p>	<p><b>Knowledge of:</b> 1-22 <b>Skill for:</b> 23-36 <b>Ability to:</b> 37-42</p>
20	<p>Assists in providing IT consultation and recommendations for implementation, ensuring services are not compromised. Provides technical IT leadership for integration of various related systems. Participates in and/or provides technical IT assistance to achieve project tasks/meet deadlines.</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> 1-22 <b>Skill for:</b> 23-36 <b>Ability to:</b> 37-42</p> <p>*developed after employment</p>

JOB TITLE  
Infrastructure Specialist 3

JOB CODE  
69933  
*apd 3/7/12 pm*

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



*3-16-12*