

# POSITION DESCRIPTION

AGENCY/DEPT ID DAS  
DAS500000

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
Security & Privacy

COUNTY OF EMPLOYMENT  
Franklin

This row is for Information  
Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)  
Security Software & Hardware

SECONDARY TECHNOLOGY (IT ONLY)  
QOS Multi-service networking,  
Router/Switch, Security Monitoring, WAN

POSITION NUMBER  
20073527

Reclassification     New Position     Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Infrastructure Specialist

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
SEE TABLE OF ORGANIZATION

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14  
PR 36  
Page 1 of 1

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   |
|----|---|---|
| 70 | 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) information technology security policy and standards; (2) information security; (3) current security threats; (4) network and server infrastructure; (5) web application design; (6) incident handling procedures.<br><b>Skill in:</b> (7) operation of personal computer & associated hardware & software (e.g., MS Office, Outlook, PeopleSoft); (8) testing & maintenance of web-based applications for validity & reliability; (9) SIEM and DAP/DAM tools*; (10) writing technical documentation.<br><b>Ability to:</b> (11) organize and serve as a functional lead for security-related projects; (12) review architecture diagrams, proposed firewall rule changes & design documentation; (13) analyze the security impacts of the proposed change; (14) communicate IT security and IT risk concepts to both technical and non-technical staff; (15) verbally discussing technical security issues. |
| 20 | 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.   | <b>Knowledge of</b> 1, 2, 4, 5.<br><b>Skill in</b> 7, 9*, 10.<br><b>Ability to</b> 11, 12, 13, 14, 15.  |
| 10 | 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.<br><br><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> | <b>Knowledge of</b> 1, 2, 4, 5.<br><b>Skill in</b> 7, 9*, 10.<br><b>Ability to</b> 11, 12, 13, 14, 15.  |

JOB TITLE  
Infrastructure Specialist 4

JOB CODE  
69934  
ADD 1-21-15 URS

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

David a Brown

12/30/14