

POSITION DESCRIPTION

AGENCY/DEPT ID DAS
DAS510120

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.	<p>Knowledge of: (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.</p> <p>Skill in: (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.</p> <p>Ability to: (10) organize and serve a functional lead for security-related projects; (11) review architecture diagrams, proposed firewall rule changes & design documentation; (12) analyze the security impacts of the proposed change; (13) communicate IT security and IT risk concepts to both technical and non-technical staff; (14) verbally discussing technical security issues.</p>
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.	<p>Knowledge of 1, 2, 4, 5. Skill in 7, 9*, 10. Ability to 10, 11, 12, 13, 14.</p>
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.	<p>Knowledge of 1, 2, 4, 5. Skill in 7, 9*, 10. Ability to 10, 11, 12, 13, 14.</p>

Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.

JOB TITLE
Infrastructure Specialist 4

JOB CODE
69934
ARD 9-6-12 US

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

David A Brown

8/10/12