

POSITION DESCRIPTION

AGENCY/DEPT ID DAS500000

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Server

COUNTY OF EMPLOYMENT
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)
Microsoft Server

SECONDARY TECHNOLOGY (IT ONLY)
VMware

POSITION NUMBER
20073965

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
If FLSA Exempt, exemption type:

Bargaining Unit 14

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 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.	Knowledge of: (1) oral & written communication tools & techniques; (2) customer support & personal service; (3) technical writing & documentation practices; (4) Microsoft Server Tools (eg WMI, Powershell v2.0, PerfMon, pstools, SCCM/WSUS/Microsoft Update); (5) Microsoft Server Platforms (eg Server 2008, Server 2008 R2, Server 2012, System Center Operation Manager 2010/2012); (6) Microsoft Server Technologies (eg Microsoft Clustering Services, Active Directory) (7) VMware Tools (eg esx cli, power cli, vSphere client); (8) VMware Technologies (eg virtual disks provisioning types, VMDKs); (9) IT principles, methods & practices in Microsoft Server Technologies; (10) software distribution & configuration management tools & mechanisms; (11) organizations operation environment, topology, & protocols; (12) back-up & recovery techniques; (13) performance monitoring methods; (14) installation & configuration procedures; (15) system administration methods & procedures; (16) operating systems installation & configuration procedures.

JOB TITLE
Infrastructure Specialist 4

JOB CODE
69934

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Spencer Wood

6/18/14

POSITION DESCRIPTION

AGENCY/DEPT ID DAS500000

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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 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 TITLE
Infrastructure Specialist 4

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		<p>Skill for: (17) service orientation; (18) installation; (19) troubleshooting; (20) critical thinking; (21) operation monitoring; (22) judgment & decision making; (23) identifying & specifying business requirements using data recovery tools & techniques; (24) systems evaluation; (25) complex problem solving; (26) assuring quality & lead work.</p> <p>Ability to: (27) prepare meaningful, accurate & concise reports; (28) stay abreast of current technologies in area of IT assigned; (29) define problems, collect data; establish facts & draw valid conclusions; (30) provide expert technical advice; (31) guidance, & recommendations to management & other technical specialists on critical IT issues.</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.	<p>Knowledge of: 1-16 Skill for: 17-26 Ability to: 27-31</p>
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>	<p>Knowledge of: 1-16 Skill for: 17-26 Ability to: 27-31</p>

JOB CODE
69934

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Spencer Wood/psm

6/18/14