

# 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)  
VMWare

SECONDARY TECHNOLOGY (IT ONLY)

POSITION NUMBER  
200074147

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  
Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 2:00 pm      TO: 11:00 pm      Saturday to Wednesday

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Installs, maintains, configures, upgrades and/or administers hardware and/or software independently in server administration and SAN administration where technical work requires specific knowledge to evaluate, select, adapt & modify standard procedures; devises new approaches to problems encountered. Diagnoses, analyzes and resolves issues for customer(s) across assigned multiple technology domains. Creates, organizes, files and maintains documentation.	<b>Knowledge of:</b> (1) oral & written communication tools & techniques; (2) customer support & personal service technical writing & documentation practices; (3) VMware tools (e.g., vmkping, vSphere web client, vSphere client); (4) IT principles, methods & practices in VMware; (5) software distribution tools & configuration management & mechanisms; (6) organizations operation environment, topology, & protocols; (7) back-up & recovery techniques; (8) performance monitoring methods; (9) installation & configuration procedures; (10) system administration methods & procedures; (11) operating systems installation & configuration procedures; (12) VMware technologies (e.g., vMotion, vmkernel, VM Cloning, Storage vMotion, vswap file, standard virtual switch, distributed virtual switch, DRS rules, DRS groups, VM snapshot); (13) VMware

JOB TITLE  
Infrastructure Specialist 2

JOB CODE  
69932

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Spencer Wood*

10/27/14

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Page 2 of 2

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB TITLE  
Infrastructure Specialist 2

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Reviews and monitors enterprise security systems; takes appropriate action and responds to alarms/alerts per agency policy and procedure	<p><b>Skill for:</b> (14) service orientation; (15) installation; (16) troubleshooting; (17) critical thinking; (18) operation monitoring; (19) judgment &amp; decision making; (20) systems evaluations; (21) operation analysis; (22) identifying &amp; specifying business requirements; (23) using data recovery tools &amp; techniques; (24) complex problem solving.</p> <p><b>Ability to:</b> (25) prepare meaningful accurate &amp; concise reports; (26) stay abreast of current technologies in area of IT assigned; (27) define problems; (28) collect data; (29) establish facts &amp; draw valid conclusions.</p> <p><b>Knowledge of:</b> 1-13 <b>Skills for:</b> 14-24 <b>Ability to:</b> 25-29</p>
15	Interfaces with other platforms from a hardware and/or software perspective.	<p><b>Knowledge of:</b> 1-13 <b>Skills for:</b> 14-24 <b>Ability to:</b> 25-29</p>
15	Answers questions and presents informal mentorship opportunities to peers and/or lower-level staff via conversation, observation or technical documentation	<p><b>Knowledge of:</b> 1-13 <b>Skills for:</b> 14-24 <b>Ability to:</b> 25-29</p>

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