

# POSITION DESCRIPTION

AGENCY/DEPT ID DAS505430

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
ISD/Enterprise Shared Services

COUNTY OF EMPLOYMENT  
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)

SECONDARY TECHNOLOGY (IT ONLY)

POSITION NUMBER  
20085465

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	Works with business area personnel to assure requirements are thoroughly defined and approved; performs impact analyses to identify interdependencies; assists with design reviews; performs code reviews.	<p><b>Knowledge of:</b> (1) computer &amp; electronics; (2) oral &amp; written communication tools &amp; techniques; (3) customer support &amp; personal service; (4) state &amp; agency policy, procedures &amp; applicable laws*; (5) vision, mission &amp; goals of agency*; (6) software development principles &amp; methods for design, development, testing &amp; implementation of new or modified software; (7) commonly used query language; (8) mathematic principles relative to assigned area in IT; (9) IT principles, methods &amp; practices in Electronic Data Interchange (EDI); (10) standard software validation tools, software distribution tools &amp; mechanisms; (11) technical writing &amp; documentation practices;</p> <p><b>Skill for:</b> (12) reading comprehension; (13) speaking; (14) service orientation; (15) troubleshooting; (16) critical thinking; (17) complex problem solving</p> <p><b>Ability to:</b> (18) stay abreast of current technologies in area of IT assigned; (19) deal with problems involving several variables in familiar context; (20) define problems, collect data, establish facts &amp; draw valid conclusions</p>

JOB TITLE  
Software Development Specialist 3

apd 6/27/13 pfn

JOB CODE  
69943

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7-17

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 Unclassified  
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Overtime:  Eligible     Exempt  
 If FLSA Exempt, exemption type:

Bargaining Unit  
 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
20	Creates detailed test designs & test plans; creates & reviews test data for performing test scenarios; coordinates execution of unit & system test scripts, debugging efforts & defect tracking, support of user acceptance testing & software implementation & deployment tasks; leads development, implementation & monitoring of IT quality assurance standards & testing; performs performance & load testing.	<b>Knowledge of:</b> 1 - 11 <b>Skill for:</b> 12 - 17 <b>Ability to:</b> 18 - 20
20	Writes, reviews & coordinates development of application-related training materials & software user guides, program &/or application source code documentation (e.g., use cases, in-line code comments), departmental standards, appropriate standards & criteria for acceptable programming; documentation, review & systems development lifecycle activities.	<b>Knowledge of:</b> 1 - 11 <b>Skill for:</b> 12 - 17 <b>Ability to:</b> 18 - 20
20	Assists higher-level IT staff with estimating workload requirements.  <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 - 11 <b>Skill for:</b> 12 - 17 <b>Ability to:</b> 18 - 20

JOB TITLE  
Software Development Specialist 3

  
 Apr 6/27/13

JOB CODE  
69943

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7-1-13