

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS500000

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
Applications & IT Services

COUNTY OF EMPLOYMENT  
Franklin

<b>POSITION NUMBER</b> 20005459	<input type="checkbox"/> Reclassification		<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Update	Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Software Development Specialist 3			POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization		
	<input checked="" type="checkbox"/> Permanent	<input checked="" type="checkbox"/> Classified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt	Bargaining Unit 14 PR 35		
	<input type="checkbox"/> Temporary	<input type="checkbox"/> Unclassified	If FLSA Exempt, exemption type:	Page 1 of 2		
	<input type="checkbox"/> Intermittent					
<b>JOB TITLE</b> Software Development Specialist 3	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.					
	JOB DESCRIPTION AND WORKER CHARACTERISTICS					
	%	Job Duties in Order of Importance			Knowledge, Skills & Abilities	
	60	Works with DAS division business area personnel to assure application requirement(s) are thoroughly defined and approved; performs impacts analyses to identify interdependencies; assists with design reviews; develops solutions; performs code review(s); serves as technical lead, as assigned.			Knowledge of: (1) computer & electronics; (2) oral & written communication tools & techniques; (3) customer support & personal service; (4) state & agency policy, procedures & applicable laws*; (5) vision, mission & goals of agency*; (6) software development principles & methods for design; (7) development, testing & implementation of new or modified software; (8) commonly used query language; (9) mathematic principles relative to assigned area in IT; (10) IT principles, methods & practices in assigned specialty area; (11) standard software validation tools; (12) software distribution tools & mechanisms; (13) technical writing & documentation practices; (14) systems performance management; (15) requirements analysis principles & methods; (16) back-up & recovery procedures; (17) inter-relationships of multiple IT specialties. (18) test driven development practices Skill for: (19) reading comprehension & speaking; (20) service orientation; (21) troubleshooting; (22) critical thinking; (23) complex problem solving; (24) lead work; (25) programming software analysis & evaluation; (26) using data recovery tools & techniques; (27) judgment & decision making; (28) assuring quality; (29) identifying & specifying business requirements; (30) proficiency in in .NET Framework 3.5, 4.0, 4.5, C#, MVC, Web Services and WCF; (31) MS Visual Studio 2010 and later, MS SQL Server 2008 R2 and above; (32) development experience in SharePoint, SQL Server, jQuery, JavaScript/JavaScript Framework, HTML5, and CSS3; (33) working with TFS and continuous integration.	
	<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>JOB CODE</b> 69943	List Position Numbers & Job Titles of Positions Directly Supervised:  See Table of Organization			SIGNATURE OF AGENCY REPRESENTATIVE  Robert Blair / AE		DATE  5.25.18

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**POSITION NUMBER**  
**20005459**

☐ Reclassification

☐ New Position

☒ UpdatePosition Hyperlinked to ☐

### Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Software Development Specialist 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

See Table of Organization

☒ Permanent☐ Temporary☐ Intermittent

☒ Classified

☐ Unclassified

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

**Bargaining Unit 14**  
**PR 35**

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**NORMAL WORKING HOURS** (Explain unusual or rotating shift):

FROM: 8:00 a.m. TO: 5:00 p.m.

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		<p><b>Ability to:</b> (34) stay abreast of current technologies in area of IT assigned; (35) deal with problems involving several variables in familiar context; (36) define problems; collect data; establish facts &amp; draw valid conclusions; (37) prepare meaningful, accurate &amp; concise reports (38) work independently as well as in a team environment</p>
15	Creates detailed test designs and test plans; creates and reviews test data for performing test scenarios; coordinates execution of unit and system test scripts, debugging efforts and defect tracking, support of user acceptance testing, and software implementation and deployment tasks; leads the development, implementation and monitoring of IT quality assurance standards and testing; performs performance and load testing.	<p><b>Knowledge of:</b> 1-18  <b>Skill for:</b> 19-33  <b>Ability to:</b> 34-38</p>
15	Writes, reviews, and coordinates development of application-related training materials and software user guides, program and/or application source code documentation (e.g., uses cases, in-line code comments), departmental standards, appropriate standards and criteria for acceptable programming, documentation and systems development lifecycle activities and review of development lifecycle activities.	<p><b>Knowledge of:</b> 1-18  <b>Skill for:</b> 19-33  <b>Ability to:</b> 34-38</p>
5	Assists higher-level IT staff with estimating workload requirements.	<p><b>Knowledge of:</b> 1-18  <b>Skill for:</b> 19-33  <b>Ability to:</b> 34-38</p>
5	Other duties as assigned.	<p><b>Knowledge of:</b> 1-18  <b>Skill for:</b> 19-33  <b>Ability to:</b> 34-38</p>
<p><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>		

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE \_\_\_\_\_

Report Main / AE

5.25.18