

POSITION DESCRIPTION

 AGENCY/DEPT ID DAS
 DAS/DAS101320

 DIVISION OR INSTITUTION
 Administrative Support

 UNIT OR OFFICE
 Information Technology Services

 COUNTY OF EMPLOYMENT
 Franklin

 This row is for Information
 Technology classifications ONLY

 PRIMARY TECHNOLOGY (IT ONLY)
 .Net Framework

 SECONDARY TECHNOLOGY (IT ONLY)
 SQL

 POSITION NUMBER
 20005463

☒ Reclassification

☐ New Position

☐ Update

 Position Hyperlinked to ☐
 Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
 20005470 Information Technology Supervisor 2

☒ Permanent
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified
☐ Essential

 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 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Works with business area personnel to assure requirement(s) are thoroughly defined and approved; performs impacts analyses to identify interdependencies; assists with design reviews; 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. Skill for: (18) reading comprehension & speaking; (19) service orientation; (20) troubleshooting; (21) critical thinking; (22) complex problem solving; (23) lead work; (24) programming software analysis & evaluation; (25) using data recovery tools & techniques; (26) judgment & decision making; (27) assuring quality; (28) identifying & specifying business requirements

 JOB TITLE
 Software Development Specialist 3

 JOB CODE
 69943

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

4/27/10

