

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

POSITION NUMBER
20005464

☐ Reclassification

☐ New Position

☒ Update

Position 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

Page 1 of 2

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
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

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Robert Blum / AE

0.25.18

JOB CODE
69943

JOB TITLE
Software Development Specialist 3

POSITION DESCRIPTION

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Page 2 of 2

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
35	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.	Ability to: (29) stay abreast of current technologies in area of IT assigned; (30) deal with problems involving several variables in familiar context; (31) define problems; collect data; establish facts & draw valid conclusions; (32) prepare meaningful, accurate & concise reports Knowledge of: 1-17 Skill for: 18-28 Ability to: 29-32
10	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.	Knowledge of: 1-17 Skill for: 18-28 Ability to: 29-32
5	Assists higher-level IT staff with estimating workload requirements.	Knowledge of: 1-17 Skill for: 18-28 Ability to: 29-32
<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>		

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See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Robert Blain / AE

5.25.18

JOB CODE
69943

JOB TITLE
Software Development Specialist 3