

# 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  
20005491

JOB TITLE  
Software Development Specialist 3

JOB CODE  
69943

☐ 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 Organization Table

☒ 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
60	Works with DAS division business area personnel to assure application requirement(s) are thoroughly defined and approved; performs maintenance, configuration, troubleshooting, and modifications to content management system(s); performs impact analyses to identify interdependencies; assists with design reviews; develops solutions; performs code review(s); serves as technical lead, as assigned.	<b>Knowledge of:</b> (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) interrelationships of multiple IT specialties. (18) test driven development practices <b>Skill in:</b> (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>		

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

Robert Blum /AE

DATE

5.25.18

# POSITION DESCRIPTION

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DAS500000

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Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

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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.	<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 & draw valid conclusions; (37) prepare meaningful, accurate & concise reports (38) work independently as well as in a team environment  <b>Knowledge of:</b> 1-18 <b>Skill in:</b> 19-33 <b>Ability to:</b> 34-38
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.	<b>Knowledge of:</b> 1-18 <b>Skill in:</b> 19-33 <b>Ability to:</b> 34-38
5	Assists higher-level IT staff with estimating workload requirements.	<b>Knowledge of:</b> 1-18 <b>Skill in:</b> 19-33 <b>Ability to:</b> 34-38
5	Other duties as assigned.  <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> 1-18 <b>Skill in:</b> 19-33 <b>Ability to:</b> 34-38

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See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

Robert Blain/AE

DATE

5.25.18