

POSITION DESCRIPTION

AGENCY/DEPT ID DAS505430

DIVISION OR INSTITUTION
Office of Information TechnologyUNIT OR OFFICE
ISD/ Enterprise Shared ServicesCOUNTY OF EMPLOYMENT
Franklin**This row is for Information
Technology classifications ONLY**PRIMARY TECHNOLOGY (IT ONLY)
Integration MiddlewareSECONDARY TECHNOLOGY (IT ONLY)
Electronic Data Interchange (EDI), Software
Configuration Management, Systems Control
and Monitoring, Systems SchedulingPOSITION NUMBER
20006342☐ Reclassification☐ New Position☒ UpdatePosition 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
☐ EssentialOvertime: ☒ Eligible ☐ Exempt

Bargaining Unit 14

If FLSA Exempt, exemption type:

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 7:30 am

TO: 4:30 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|----|--|--|
| 40 | Evaluates current IT policies, procedures, and practices and recommends. Leads IT driven change effort. Participates in and/or leads activities to achieve project tasks/meet deadlines. | Knowledge of: (1) oral & written communication tools & techniques; (2) customer support & personal service; (3) technical writing & documentation practices; (4) state & agency policy, procedures & applicable laws*; (5) vision, mission & goals of agency*; (6) mathematic principles relative to assigned area in IT; (7) telecommunications; (8) capabilities & applications of network equipment including hubs, routers, switches, bridges, servers, & related hardware; (9) IT principles, methods & practices in assigned specialty area; (10) software distribution & configuration management tools & mechanisms; (11) organizations operation environment, topology, & protocols; (12) local area & wide area networking principles & concepts; (13) back-up & recovery techniques; (14) performance monitoring methods; (15) basic internet server maintenance techniques; (16) installation & configuration procedures; (17) internet clients, such as browsers & streaming video; (18) system administration methods & procedures; (19) operating systems installation & configuration procedures; (20) technology design; (21) technology design techniques; (22) structured analysis principles; (23) cost-benefit analysis methods; (24) interrelationships of multiple IT specialties; (25) Integration Middleware; (26) Electronic Data Interchange (EDI); (27) Software Configuration Management; (28) Systems Control and Monitoring; (29) Systems Scheduling. *developed after employment |

JOB TITLE
Infrastructure Specialist 4JOB CODE
69934

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/26/17

| | | | |
|---|--|--|--|
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| COUNTY OF EMPLOYMENT Franklin | | This row is for Information Technology classifications ONLY | |
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| POSITION NUMBER 20006342 | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update | | | Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree | | | | | | | | | | | | | | |
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| | <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent | | <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential | | Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type: | | | | | | | | | | | | | |
| | | | | | Bargaining Unit 14 Page 2 of 2 | | | | | | | | | | | | | |
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| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: top;">40</td> <td style="vertical-align: top;"> Develops solutions design; works with IT Architect staff, CIO or IT Managers to design solutions that meet the agency's requirements; assists analysis of the solution design's business case; authors' portions of the solution business case. </td> <td style="vertical-align: top;"> Skill for: (30) reading comprehension; (31) speaking; (32) service orientation; (33) installation; (34) troubleshooting; (35) critical thinking; (36) operation monitoring; (37) judgment & decision making; (38) systems analysis; (39) systems evaluations; (40) operation analysis; (41) identifying & specifying business requirements using data recovery tools & techniques & systems evaluation; (42) complex problem solving; (43) assuring quality & lead work. Ability to: (44) prepare meaningful, accurate & concise reports; (45) stay abreast of current technologies in area of IT assigned; (46) define problems, collect data; establish facts & draw valid conclusions; (47) provide expert technical advice; (48) guidance, & recommendations to management & other technical specialists on critical IT issues. </td> </tr> <tr> <td style="text-align: center; vertical-align: top;">20</td> <td style="vertical-align: top;"> Works with vendors, other specialists and/or agencies to solve integration problems. Plans and conducts formal mentorship activities for peers and/or lower-level staff via verbal instruction or technical documentation. </td> <td style="vertical-align: top;"> Knowledge of: 1-29 Skill for: 30 - 43 Ability to: 44 - 48 </td> </tr> <tr> <td colspan="3" style="padding: 5px;"> <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> </td> </tr> </tbody> </table> | | | | | | | % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | 40 | Develops solutions design; works with IT Architect staff, CIO or IT Managers to design solutions that meet the agency's requirements; assists analysis of the solution design's business case; authors' portions of the solution business case. | Skill for: (30) reading comprehension; (31) speaking; (32) service orientation; (33) installation; (34) troubleshooting; (35) critical thinking; (36) operation monitoring; (37) judgment & decision making; (38) systems analysis; (39) systems evaluations; (40) operation analysis; (41) identifying & specifying business requirements using data recovery tools & techniques & systems evaluation; (42) complex problem solving; (43) assuring quality & lead work. Ability to: (44) prepare meaningful, accurate & concise reports; (45) stay abreast of current technologies in area of IT assigned; (46) define problems, collect data; establish facts & draw valid conclusions; (47) provide expert technical advice; (48) guidance, & recommendations to management & other technical specialists on critical IT issues. | 20 | Works with vendors, other specialists and/or agencies to solve integration problems. Plans and conducts formal mentorship activities for peers and/or lower-level staff via verbal instruction or technical documentation. | Knowledge of: 1-29 Skill for: 30 - 43 Ability to: 44 - 48 | <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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