

POSITION DESCRIPTION					
DIVISION OR INSTITUTION Office of Information Technology		UNIT OR OFFICE ITS WEB Applications		AGENCY/DEPT ID Department of Administrative Services/ DAS500000	
This row is for Information Technology classifications ONLY		PRIMARY TECHNOLOGY (IT ONLY) Microsoft .NET		SECONDARY TECHNOLOGY (IT ONLY) HTML/CSS/Javascript; Salesforce/Apex	
POSITION NUMBER 20006350	<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 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 PR 35 Page 1 of 2
	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
	60	Works with DAS division business area personnel to assure application requirement(s) are thoroughly defined and approved; performs impact analyses to identify interdependencies; assists with design reviews; develops comprehensive software solutions; performs code review(s); serves as technical lead, as assigned. Responsible for development and maintenance of software applications using .Net and/or Salesforce (proficiency to be developed on the job) technologies.			Knowledge of: (1) .Net &/or Salesforce technologies*; (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 in: (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 .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/jQuery Framework, HTML5, and CSS3; (33) working with TFS and continuous integration; (34) working with Salesforce. *developed after employment
List Position Numbers & Job Titles of Positions Directly Supervised: 					
JOB CODE 69943	SIGNATURE OF AGENCY REPRESENTATIVE 			DATE 1-4-17	

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS500000

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ITS WEB Applications

COUNTY OF EMPLOYMENT
Franklin

This row is for Information
Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)
Microsoft .NET

SECONDARY TECHNOLOGY (IT ONLY)
HTML/CSS/JavaScript; Salesforce/Apex

POSITION NUMBER
20006350

☐ 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
TABLE OF ORGANIZATION

☒ 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
		Ability to: (35) stay abreast of current technologies in area of IT assigned; (36) deal with problems involving several variables in familiar context; (37) define problems; collect data; establish facts & draw valid conclusions; (38) prepare meaningful, accurate & concise reports (39) work independently as well as in a team environment
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.	Knowledge of: 1-18 Skill in: 19-34 Ability to: 35-39
15	Writes, reviews, and coordinates development of 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: 1-18 Skill in: 19-34 Ability to: 35-39
5	Assists higher-level IT staff with estimating workload requirements.	Knowledge of: 1-18 Skill in: 19-34 Ability to: 35-39
5	Other duties as assigned.	Knowledge of: 1-18 Skill in: 19-34 Ability to: 35-39
<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>		*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

1-4-17

JOB TITLE
Software Development Specialist 3

JOB CODE
69943