

POSITION DESCRIPTION

AGENCY/DEPT ID DAS505560

DIVISION OR INSTITUTION
Office of Information TechnologyUNIT OR OFFICE
ISD/ MARCSCOUNTY OF EMPLOYMENT
FranklinThis row is for Information
Technology classifications ONLYPRIMARY TECHNOLOGY (IT ONLY)
Fixed/Mobile AdminSECONDARY TECHNOLOGY (IT ONLY)
Vmware, IBM Power VM; Unix LinuxPOSITION NUMBER
20006395☐ Reclassification☐ New Position☒ UpdatePosition Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

20006361 Data Systems Manager

☒ Permanent
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified
☐ Essential
Overtime: ☒ Eligible ☐ Exempt

Bargaining Unit 14

If FLSA Exempt, exemption type:

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:30 am

TO: 5:00 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) Fixed/Mobile Admin; (26) Vmware; (27) IBM Power VM; (28) Unix Linux.

JOB TITLE
Infrastructure Specialist 4
 JOB CODE
69934
 Apr 3/28/11 *per*

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



3/17/11

POSITION DESCRIPTION

AGENCY/DEPT ID DAS505560

DIVISION OR INSTITUTION
Office of Information TechnologyUNIT OR OFFICE
ISD/MARCSCOUNTY OF EMPLOYMENT
FranklinThis row is for Information
Technology classifications ONLYPRIMARY TECHNOLOGY (IT ONLY)
Fixed/Mobile AdminSECONDARY TECHNOLOGY (IT ONLY)
Vmware, IBM Power VM; Unix LinuxPOSITION NUMBER
20006395☐ Reclassification☐ New Position☒ UpdatePosition Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006361 Data Systems Manager☒ Permanent
☐ Temporary
☐ Intermittent☒ Classified
☐ Unclassified
☐ EssentialOvertime: ☒ Eligible ☐ Exempt

Bargaining Unit 14

If FLSA Exempt, exemption type:

Page 2 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
		Skill for: (29) reading comprehension; (30) speaking; (31) service orientation; (32) installation; (33) troubleshooting; (34) critical thinking; (35) operation monitoring; (36) judgment & decision making; (37) systems analysis; (38) systems evaluations; (39) operation analysis; (40) identifying & specifying business requirements using data recovery tools & techniques & systems evaluation; (41) complex problem solving; (42) assuring quality & lead work. Ability to: (43) prepare meaningful, accurate & concise reports; (44) stay abreast of current technologies in area of IT assigned; (45) define problems, collect data; establish facts & draw valid conclusions; (46) provide expert technical advice; (47) guidance, & recommendations to management & other technical specialists on critical IT issues.
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.	Knowledge of: 1-28 Skill for: 29-42 Ability to: 43-47
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. <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>	Knowledge of: 1-28 Skill for: 29-42 Ability to: 43-47

JOB TITLE
Infrastructure Specialist 4JOB CODE
69934

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



3/17/11