

POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Ohio Shared Solutions	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005465 JOB CODE TITLE Information Technology Consultant 3 JOB CODE 64163 App D 10/31/14 v3	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION IT Consultant		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 type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: ADMIN	Bargaining Unit 22 PR 17 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		
70	Assist Ohio Shared Solutions Deputy Director, OIT management, and project teams (example Governor's office of Healthcare Transformation HHS project initiatives) with acquisition support for projects, resources, infrastructure, and applications. Health and Human Services Operations Manager. Support for Ohio Benefits system serving approximately 3M Ohio citizens and county case workers. Responsible for Operations for Ohio Business Intelligence. Coordinate with IGD, OIT business office, and others on enterprise acquisitions; create, modify, and track: request for quote (RFQ), request for proposals (RFP), request to purchase (RTP), and statement of work (SOW) as required; maintain, track, report on, create, modify, and coordinate with Business Office Shared Solution's rate cards, memo of understandings (MOU) and service level agreements (SLA) for Shared Solution's service offerings; work with Shared Solution's service 'clients' and OIT business office on answering questions, analysis, and general understanding of the rate cards, MOUs and SLAs for Shared Solution's service offerings; administer and modify the Shared Solutions SharePoint site(s) and other program repositories/collaboration tools and required; assist in maintaining and Share Solution' service catalog, service documentation, and website keeping all content up to date and accurate. Coordinate with other DAS and OIT teams and management to maintain the DAS service catalog; assist Share Solutions Deputy Director and OIT business office establish, track, and update rate card and billing for Shared Solution's services; project Manager for Shared Solutions infrastructure related work as needed. Create, maintain, and report on project timelines, deliverables, financials, and milestones.	Knowledge of (1) business process delivery pertinent to assigned process transformation, organizational design &/or process; (2) federal and/or state laws, rules, regulations and best practice scenarios for procurement processes; (3) public speaking; (4) project/program management; (5) process reengineering (e.g., procure to pay); (6) agency policies and procedures*; (7) government structure and processes; (8) business administration; (9) Systems Development Life cycle methodologies; (10) Experience in HP, Cisco, Oracle, Microsoft infrastructure and application solutions. Skill in (11) operation of personal computer & associated hardware/software (e.g. MS Operating Systems & MS Office); (12) Administration and Use of project management applications (e.g., SharePoint, MS Project, Word, Excel, Access). Ability to (13) define unusual problems, collect data, establish facts and draw conclusions; (14) read and comprehend legislative or policy related materials; (15) create and/or edit technical/instructional materials to be presented in print or oral form to variety of audiences; (16) communicate effectively orally and in writing; (17) work independently or collaboratively as part of team with diverse disciplines and backgrounds; (18) proofread materials, recognize errors and make corrections; (19) develop complex reports; (20) use proper research methods to gather, collate and classify information; (21) understand State procurement policies and practices for hardware, software and consulting services.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE Deven Mehta		
		DATE 10/29/14		

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POSITION NUMBER 20005465 JOB CODE TITLE Information Technology Consultant 3 JOB CODE 64163 AAD 10/31/14 W2	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION IT Consultant		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 type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: ADMIN	Bargaining Unit 22 PR 17 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		
30	Process improvement analysis and implementation to lower costs and increase quality and speed of delivery of services; assist Shared Solutions Deputy Director and others to create budget documentation; assists DAS management in procuring and/or renewing software and hardware licenses, as needed, based upon a documented renewal schedule. (May include non-production and production environments); reviews Shared Solutions planned projects and ongoing operations to proactively determine licensing needs. Confirms existing production and/or non-production software and hardware license status for vendors currently providing equipment and/or services to Department of Administrative Services (DAS); assists DAS, as needed, to review and assess the compliance of existing production and non-production environment licenses utilized by the State and assists with license procurement, as needed; assists Shared Solution's Deputy Director and DAS management with vendor management, contract management and issue resolution; reviews and assists in the design, maintenance and implementation of hardware/software in production and non-production environments, as needed; assists with monthly asset tracking and reporting for all locations within the appropriate jurisdiction; assists management and staff at DAS, and other agencies as needed, to define process improvement needs with respect to hardware/software technologies and hardware/software licensing processes; drafts changes to relevant process manuals and other relevant publications to reflect defined improvements; helps ensure policies, procedures, directives and objectives of process improvement projects, to which they are assigned, are in line with the mission and goals of Department of Administrative Services (DAS) or federal and state legislation; assist in audit and remediation, as needed; represents DAS at meetings and forums related to DAS vendor matters; stays current regarding new technologies, standards and techniques and learns and/or acquires new skills as required; performs other related duties as assigned to include: attend meetings (e.g., user groups, project management reviews), assist with management and financial reporting, assist with special studies as requested.	Knowledge of 1-10 Skill in 11-12 Ability to 13-21 *Developed after employment.		
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