

POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000		
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Ohio Business Gateway	COUNTY OF EMPLOYMENT Franklin		
<i>This row is for Information Technology classifications ONLY</i>	PRIMARY TECHNOLOGY (IT ONLY)	SECONDARY TECHNOLOGY (IT ONLY)		
POSITION NUMBER 20005472 JOB TITLE IT Architect / Consultant 1 JOB CODE 69971	<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 IT Architect/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 checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR - 36 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		
40	Publishes IT enterprise artifacts; creates or edits for recommendation and approval IT artifacts, including, but not limited to, policies, procedures, standards, guidelines, best practices and position papers. Leads complex initiatives for organizational improvement frameworks in assigned discipline/program; seeks to develop expertise in project management methodologies; becomes expert in risk identification and mitigation.	Knowledge of (1) oral & written communication tools & techniques; (2) customer support & personal service, (3) state & agency policy, procedures & applicable laws*; (4) mathematic principles relative to assigned area in IT; (5) vision, mission & goals of agency* (6) IT principles, methods & practices in assigned specialty area; (7) technical writing & documentation practices; (8) agency network design & infrastructure; (9) cost-benefit analysis methods; (10) technology design. Skill for: (11) service orientation; (12) critical thinking, complex problem solving, judgment & decision making; (13) assuring quality; (14) identifying & specifying business requirements & developing & interpreting policy; (15) strategies governing the planning & delivery of IT services. Ability to: (16) prepare meaningful, accurate & concise reports; (17) stay abreast of current technologies in area of IT assigned.		
40	Works with IT staff, CIO or IT Managers to design solutions that meet the agency's requirements; assists with analysis of the solution design's business case; authors' portions of the solution business case. Provides input and assistance preparing procurement statements, work or capability requirements; provides input into agency budget process.	Knowledge of 1-10 Skill for 11-15 Ability to 16-17		
10	Assists other IT Architect / Consultants, CIO or IT Managers to obtain support for achieving current IT goals and objectives; assists IT staff ensuring communication is easily understood by intended audiences, including nontechnical staff; provides knowledge transfer to employees on regularly maintained or newly enhanced systems.	Knowledge of 1-10 Skill for 11-15 Ability to 16-17		
	<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 <i>[Signature]</i>	DATE 2-4-12	

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS500000

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
Ohio Business Gateway

COUNTY OF EMPLOYMENT
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)

SECONDARY TECHNOLOGY (IT ONLY)

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
IT Architect/Consultant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt
 If FLSA Exempt, exemption type:

Bargaining Unit 14
 PR - 36
 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: TO:

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Provides, revises, and/or vets focused research for assigned IT discipline/program team. Seeks to develop advanced leadership skills; continually self-assesses; works to improve leadership capabilities; seeks feedback consistently from IT staff.	Knowledge of 1-10 Skill for 11-15 Ability to 16-17

Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.

*Developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

3/5/16
2-4

POSITION NUMBER
20005472

JOB TITLE
IT Architect / Consultant 1

JOB CODE
69971