

POSITION DESCRIPTION		AGENCY/DEPT ID DAS515130		
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	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input 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 TITLE IT Architect / Consultant 1	%	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	
JOB CODE 69971	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 2/20/14	

ADD 3/24/14

