100-200U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
HCM Support

POSITION NUMBER 20005862 (23121.0)

JOB CODE TITLE Information Technology Consultant 3

JOB CODE 64163

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Consultant - Intermittent

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005849 (23000.0) Data Systems Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	Provides technical support to DAS Human Resources Division (HRD) Office of Payroll Administration for maintaining payroll/personnel system, including batch & online processing; meets current & future operational needs & external customer's demands; is user friendly in terms of reducing time & labor & is cost effective (e.g., participates in developing scope & outline of general requirements; reviews general & detail design documents; participates in translating all data, such as demographics, statistics, performance requirements, standards & outcome from current systems to proposed systems), assists in determining short & long term information technology goals & objectives for HRD & formulates information technology policies & procedures.	Knowledge of (1) information systems, which includes LAN/Wan operations, architecture & principles, operating systems & protocols, network monitoring & capacity planning techniques; (2) information systems analysis & design, (3) high level programming language; (4) database concepts; (5) DAS information technology acquisition process & procedures*; (6) information systems hardware & software; (7) budgeting & fiscal control & cost benefit analysis; (8) project management. Skill in (9) use of personal computer & office system software; (10) software development tools. Ability to (11) read & interpret extensive variety of technical materials; (12) develop complex & technical position papers & reports; (13) handle routine & sensitive contracts with other private sector & governmental officials & vendors.
20	Defines problems; develops possible solutions; develops project plan; executes project plan to include providing on-going status reports, responding to changes in scope, coordinating deliverables, maintaining project schedule & responding to problems; directs & coordinates activities of assigned team members; validates & verifies project upon completion.	Knowledge of 1, 2, 3, 4, 5*, 6, 7, 8. Skill in 9, 10. Ability to 11, 12, 13. *developed after employment

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: David S Holbrook

DATE: 2/1/08

APD 2-11-08

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20005849 (23000.0) Data Systems Administrator

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8:00 a.m. - 5:00 p.m.

JOB CODE TITLE
Information Technology Consultant

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
10	Evaluates information systems needs of HRD personnel through individual & group meetings to understand business operations, workflow, goals & objectives & where information technology can enhance operations; analyzes current information technology systems in operation to determine overall efficiency; attends vendor presentations & researches available technology products & information systems being used in other public entities & private sector to determine what best fits HRD & its customer's needs; evaluates hardware & software products for purchase &/or develops/revises evaluation procedures for acquisitions; represents HRD & DAS in meetings & makes presentations as necessary. Position is unclassified service per O.R.C. Section 124.11 (A) (30).	Knowledge of 1, 2, 3, 4, 5*, 6, 7. Skill in 9, 10. Ability to 11, 12, 13.

JOB CODE
64163

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SIGNATURE OF AGENCY REPRESENTATIVE: David S Holbrook

DATE: 2/1/08

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