

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505130

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Deputy Director's Office

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006009

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential 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
20	<p>Advises State Chief Information Officer, department director, deputy directors, agency representatives, legislature, vendors & other stakeholders on technical issues, trends & future requirements; represents state on various committees & organizations; attends & interacts with various technical advisory services such as Gartner Group; represents Office of Information Technology (OIT) in areas of information technology (e.g., attends conferences, gives testimony & provides information to acquaint stakeholders with services provided by OIT; other duties & projects as assigned.</p> <p>This position is in unclassified service per Section 124.11(A)(9) of Ohio Revised code & is overtime exempt.</p>	<p>Knowledge of 1, 6, 7*, 8, 12. Ability to 14, 16, 17, 19, 20</p> <p>*developed after employment</p>

JOB CODE TITLE
Data System Administrator

APD 4-16-13 WRS

JOB CODE
64135

List Position Numbers and Class Titles of Positions Directly Supervised:
See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



4/2/13

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505130

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Deputy Director's Office

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006009

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Deputy CIO - Data Center Operations Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:

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
60	Serves as Data Center Operations Manager responsible for development, implementation and management of Ohio's consolidated enterprise computing environment as envisioned by the IT Optimization and Transformation effort including servers, storage and the software and services deployed to support the environment: manages customer relationships to ensure that service level agreements are developed & managed in operations areas; based upon business needs of state government, develops vision for new & expanding technological initiatives; supports budget preparation for charge-back, General Revenue Fund, & capital funds to support annual operations; assists in rate development and revision within federal cost allocation plan guidelines.	Knowledge of (1) personnel, office & project management; (2) labor relations; (3) workforce planning; (4) employee training & development; (5) supervision; (6) public relations; (7) agency policies & procedures & government structure & process*; (8) long-range planning; (9) budget planning, development & control; (10) Statewide Cost Allocation Plan (SWCAP) regulations*; (11) rate model development & implementation; (12) evolving technical trends in computer industry. Skill in (13) use of personal computer & associated hardware/software. Ability to (14) define problems, collect data, establish facts & draw valid conclusions; (15) monitor workforce & apply appropriate discipline; (16) interpret extensive variety of technical material in books, journals & manuals; (17) prepare meaningful, concise & accurate reports; (18) establish cohesive work environment.
20	Directs & manages vendors/suppliers of hardware, software, networking, consulting & outsourcing services required to satisfy customer service-level demands: meets with vendors/suppliers on regular basis to maintain currency on new technology understanding & employing such technology as it matures; fulfills role of project sponsor on most complex projects being developed for customer requirements.	Knowledge of 1, 6, 7*, 8, 12. Skill in 13. Ability to 14, 16, 17, (19) proofread technical material, recognize errors & make corrections; (20) prepare & deliver speeches before specialized audiences & general public; (21) state procurement process*.

*developed after employment

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Data System Administrator

APD 4-16-13 WMS

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