

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of information Technology

UNIT OR OFFICE
Deputy Director's Office

POSITION NUMBER
20006009

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION: Deputy State Chief Information Officer
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006648 Assistant Director 4

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 |
|----|---|--|
| 50 | Serves as Deputy State Chief Information Officer (i.e., also known as Chief Technology Officer in private sector) for Infrastructure Services Division (ISD) responsible for managing physical & personnel technology infrastructure including technology deployment, network & systems management, enterprise shared services, & technical operations personnel: 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; prepares budget for charge-back, General Revenue Fund, & capital funds to support \$75 million annual operations; develops, monitors, & employs profit & loss model within federal cost allocation plan guidelines; revises rates for services as needed; develops rate models for new services responsive to customer needs. | 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. |
| 15 | 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 |

JOB CODE TITLE
Deputy Director 6

Apr 1-12-09 CB

JOB CODE
61316

List Position Numbers and Class Titles of Positions Directly Supervised:

- 20006442 Data Sys Admin
- 20006011 Admin Ofcr 3
- 20006010 Data Sys Admin
- 20006460 IT Manager 2
- 20006451 IT Consultant 1
- 20006329 Data Sys Admin
- 20006359 Data Sys Admin

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

6/6/08

POSITION DESCRIPTION

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Page 2 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Minimum Acceptable Characteristics |
|---|-----------------------------------|------------------------------------|
|---|-----------------------------------|------------------------------------|

| | | |
|----|--|---|
| 20 | Designs new enterprise infrastructure components that all agencies can use to support various information technology initiatives (e.g., e-Commerce, Messaging, wide area networks): supports & promotes Governor's initiatives (e.g., workforce, jobs, efficiency, quality of life); designs new, complex systems for variation Service Delivery customers; evaluates existing systems & makes recommendations & improvements. | Knowledge of 1, 6, 7*, 8, 9, 12. Ability to 14, 16, 17, 19, 20 |
|----|--|---|

| | | |
|----|---|---|
| 15 | 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 (e.g., Gartner Group, Meta Group & GIGA); 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. | Knowledge of 6, 7*, 8, 12. Ability to 14, 16, 17, 19, 20 |
|----|---|---|

This position is in unclassified service per Section 124.11(A)(9) of Ohio Revised code & is overtime exempt.

*developed after employment

JOB CODE TITLE
Deputy Director 6

Open 1-12-09 CB

JOB CODE
61316

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| 20006011 Admin Ofer 3 | 20006329 Data Sys Admin |
| 20006010 Data Sys Admin | 20006359 Data Sys Admin |
| 20006460 IT Manager 2 | |

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

1/6/09