

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

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential 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
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

JOB CODE
61316

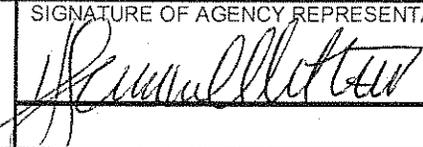
List Position Numbers and Class Titles of Positions Directly Supervised:
20006442 Data Sys Admin 20006460 IT Manager 2
20006011 Deputy Director 3 20006329 Data Sys Admin
20006010 Data Sys Admin 20006359 Data Sys Admin

SIGNATURE OF AGENCY REPRESENTATIVE
[Handwritten Signature]

DATE
2/2/10

App 2-4-10 CB

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 JOB CODE TITLE Deputy Director 6 JOB CODE 61316	<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 Deputy State Chief Information Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006648 Assistant Director 4	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 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	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 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.	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		
List Position Numbers and Class Titles of Positions Directly Supervised: 20006442 Data Sys Admin 20006460 IT Manager 2 20006011 Deputy Director 3 20006329 Data Sys Admin 20006010 Data Sys Admin 20006359 Data Sys Admin		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/2/10	

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