

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Risk Management

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
IT Consultant 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006324 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	Serves as a consultant to Infrastructure Services Delivery (ISD) Chief Operations Officer, Assistant Deputy Director, program administrators, & other senior management team members in areas of information technology (IT) risk management: develops, coordinates, publishes & implements ISD IT security policies, standards, & procedures; conducts vulnerability assessments; reviews ISD program areas' IT security procedures & precautions, compares to industry standards & identifies gaps; conducts technical research & prepares formal recommendations to support multi-program IT security initiatives; advises senior administrators & makes recommendations on application of IT security policies, procedures, standards and on security features that provide for protection of ISD IT assets; serves as IT risk management consultant for ISD programs and state agencies; prepares reports (e.g., findings, results, recommendations, threats, risks, trends, incidents) on technical & non-technical material; serves as project manager for technical or risk management projects & facilitates IT risk management work groups & committees.	Knowledge of (1) budgeting; (2) management; (3) employee training & development; (4) public/human relations, (5) computer science or related field; (6) computer &/or network hardware, software, operating systems & procedures; (7) computer systems analysis & design; (8) workforce planning; (9) project planning; Skill in (10) operation of microcomputers & peripheral equipment; (11) office suite software (e.g., word processing, spreadsheet & database) & browser functionalities; Ability to (12) define problems, collect data, establish facts & draw valid conclusions; (13) create & interpret variety of technical & non-technical instructions, processes, procedures & policies in written & oral form; (14) interpret variety of technical materials in books, journals, manuals & audio visual form; (15) deal with many variables & determine specific action; (16) prepare meaningful, concise & accurate reports; (17) communicate verbally on technical & non-technical matters; (18) originate procedures, instructions & specifications concerning technical requirements of service offerings; (19) cooperate with co-workers & others on group projects.
20	Participates in statewide incident response & recovery: develops incident response capabilities; establishes network of security experts to share information, identify lessons learned & stay in tune with recent developments in IT security measures & threats.	Knowledge of 1, 2, 4, 5, 6, 7 Skill in 10, 11 Ability to 12, 13, 14, 15.

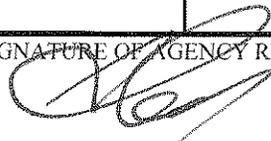
POSITION NUMBER
20006326

JOB CODE TITLE
64163 *Apr 12-24-08* Information Technology Consultant 3

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



12/10/08

POSITION DESCRIPTION

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10	Performs other related duties as required: attends senior management-level staff meetings; represents ISD to other government agencies & vendors; provides counsel & recommendations to Deputy Director; conducts status meetings; prepares organizational response to ISD related surveys; communicates in oral & written form with people at all organizational levels within state government; attends training seminars & classes; attends staff meetings; acts as ISD primary contact for OIT Technology Unit Emergency Response Team and serves as Disaster Recovery Team coordinator.	Knowledge of 1, 2, 4, 5, 6, 7 Skill in 10, 11 Ability to 12, 13, 14, 15.
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Knowledge of 1, 2, 4, 5, 6, 7
Skill in 10, 11
Ability to 12, 13, 14, 15.

Must submit to & pass personal background check and is overtime exempt.

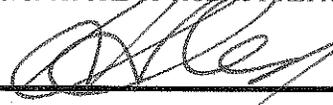
JOB CODE TITLE
Information Technology Consultant 3

JOB CODE
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12/1/08