

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

POSITION NUMBER
20006328

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Information Technology Consultant 2

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
60	<p>Under general direction, provides technical data processing advice & guidance to Infrastructure Services Division (ISD) middle & top level managers concerning disaster recovery projects: provides deliverables including project charters, scope statements, work breakdown structures, activity lists, duration estimates, network diagrams & risk analysis; develops accurate project schedules including account of all project activities, resources needed to complete project activities & availability of requisite resources; compares actual project progress against project baseline to spot & control variances; determines all activities required to complete project work & how they interrelate; developing a project network diagram & using critical path method; integrates cost & schedule information to report project status & forecast future project performance; identifies variances between actual performance & project baseline & evaluates options to determine best resolution to the variance; participates in and ensures success of disaster recovery exercises to test readiness to respond in actual emergencies; ensures successful completion of actual disaster/emergency responses.</p>	<p>Knowledge of (1) project management; (2) data processing; (3) business administration (4) resource management; (5) manpower planning; (6) budgeting; (7) public relations; (8) disaster recovery (e.g., planning, testing, coordinating, leading teams); (9) risk assessment; Skill in (10) use of project management software; (11) operation of personal computer and software Ability to (12) deal with many variables & determine specific course of action; (13) use proper research methods in gathering data; (14) gather, collate & classify information about date, people or things; (15) cooperate with co-workers on group projects; (16) participate in & ensure success/completion of disaster/emergency exercises & actual events.</p>
20	<p>In conjunction with groups participating in a disaster recovery project, determines the scope of that project & the definition of its objectives: devises a methodology by which requirements can be defined; gathers & prioritizes user requirements to develop an effective technology solution; determines the requirements for necessary project personnel, equipment & material resources & plans for obtaining those resources; prepares a basic cost estimate for various projects.</p>	<p>Knowledge of: 1, 2, 3, 4, 5, 6, 7, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15, 16</p>
20	<p>Conducts & attends meetings with other agencies & boards & commissions as well as groups within ISD: utilizes such meetings to gather information concerning disaster recovery projects in which these groups are participating; provides assistance in consulting with others about disaster recovery projects related to Enterprise Computing.</p> <p>Must submit to & pass personal background check.</p>	<p>Knowledge of 1, 6, 7, 8, 9 Skill in 11 Ability to 12, 13, 14</p>

JOB CODE TITLE
Information Technology Consultant 2

Apr 1-16-09 CB

JOB CODE
64162

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



12/1/08