

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505130

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Deputy State COO

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006329

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
PET Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006009 Deputy Director 6

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit
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	<p>Administers & superintends strategic planning process of the Performance Engineering Team (PET) for Infrastructure Services Division (ISD): manages efforts on solutions design & build component (e.g., project management, detailed solution design, product implementation & process development) of Plan/Build/Run concept of Information Technology (IT) Modernization & ISD Top Ten Projects (e.g. Virtual Server & Storage Consolidation, Virtual Desktop Infrastructure, Data Center in a Box, Network Design/Rebuild, Ohio.gov Rebuild, Email Consolidation, Help Desk Consolidation, Mainframe Software Configurations, Wireless Network Pilot, Broadband Mitigation & Migration Plans); develops & implements policies, procedures & work procedures; establishes program area goals, objectives & associated performance measures & ensures compliance; establishes & manages program & organizational structure to ensure long-range & strategic plans are incorporated into daily operations; ensures timely implementation of applicable sections of strategic plan; reviews strategic plans of other agencies in determining direction & development efforts; prepares budget & maintains fiscal controls; develops long-range plans for the PET & makes recommendations regarding resources, facilities, supplies & equipment to meet current & forecasted needs.</p>	<p>Knowledge of (1) information technology (IT) solutions design; (2) project management life cycle methodologies; (3) enterprise architecture; (4) time management; (5) management; (6) risk assessment; (7) detailed technology design; (8) product implementation; (9) process development; (10) Plan/Build Run concepts Skill in (11) project planning software; (12) operation of personal computer & associated hardware/software; Ability to (13) manage multiple demands or tasks on projects; (14) define problems, collect data, establish facts & draw valid conclusions; (15) communicate effectively orally & in writing with diverse groups; (16) review & evaluate project progress; (17) write concise & accurate reports.</p> <p>*developed after employment</p>

JOB CODE TITLE
Data Systems Administrator

JOB CODE
64135
apd 8/16/10 psr

List Position Numbers & Job Titles of Positions Directly Supervised:

- 20006353 Info Tech Consultant 3
- 20006388 Info Tech Consultant 3
- 20075573 Infrastructure Spec 4

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

8/16/10

POSITION DESCRIPTION		AGENCY/DEPT ID DAS505130
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Deputy State COO	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006329	<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 PET Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006009 Deputy Director 6	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 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
40	Utilizes knowledge of all aspects of IT to oversee administration of Infrastructure engineering (e.g., server platforms, databases, middleware infrastructure, client devices & operating systems & storage systems) & production testing & release management: executes the strategy set by architecture in designing, building, testing, implementing, maintaining & optimizing products & services (e.g., consolidation projects, upgrade projects & new business services); providing top level support in infrastructure administration & support in restoring service, resolving incidents & service performance & capacity management; manages the overall process by which the production environment is updated, upgraded & maintained; ensures that testing is integrated across the technology, applications & operations domains by emphasizing active validation & monitoring of production changes by using regression testing to be sure no collateral damage & integration testing to test for robustness of current production environment; responsible for executing release management & production control for release of operational policies & procedures & automation prior to production implementation, production validation, test environment engineering, maintenance, scheduling & capacity management of the shared test environment.	Knowledge of 1, 3, 4, 6, (18) production operations; (19) Infrastructure engineering (e.g., server platforms, databases, middleware infrastructure, client devices & operating systems & storage systems; (20) release management; (21) regression testing; (22) integration testing; (19) team building; (23) Information technology Infrastructure Library (ITIL); (24) strong leadership Skill in 11, 12, Ability to 13, 14, 15, 16, 17 *developed after employment

JOB CODE TITLE
 Data Systems Administrator

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 64135

apd 8/16/10

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