



<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS505430
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Enterprise Shared Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006346	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree												
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006358 Information Technology Consultant 3												
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" 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														
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>															
<table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills &amp; Abilities</th> </tr> </thead> <tbody> <tr> <td>35</td> <td>                     Performs project management involving contract staff, project team &amp; ESS personnel: provides direction to project teams &amp; facilitates coordination of technical issues between project teams &amp; vendors; manages team of application subject matter experts &amp; works with cross functional teams within OIT; manages project team with disparate skill sets; builds a team environment with peers; plans &amp; coordinates resources; monitors report progress &amp; serves as liaison between key project team members to deliver software products &amp; application components; manages the specification, progress &amp; delivery of work carried out by subcontractors &amp; project team; identifies &amp; manages project related risks so that the effect on functionality costs or delivery is minimized; assists lower-level staff in troubleshooting &amp; isolating enterprise technology related problems; assists in determining staffing requirements for new ESS projects as directed.                 </td> <td>                     Knowledge of 1, 2, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14*, 15*, 16                      Skill in 17, 18                      Ability to 19, 20, 21, 22, 23, 24                 </td> </tr> <tr> <td>35</td> <td>                     Directs the activities of software application development functions: champions high quality code &amp; professional development habits &amp; processes; provides project team leadership &amp; assists with the design, implementation, testing, debugging &amp; performance tuning of code as well as installs, deploys &amp; administers web applications; contributes to the establishment of best practice software development methods &amp; tools through ISD; assists in development of processes which improve ESS' capabilities in terms of Software Development Life Cycle (SDLC) &amp; full cradle to grave software development &amp; management; assists with project specification definition, project coordination &amp; management, version control &amp; bug tracking systems; ensures secure software development methods &amp; best practices to protect against possible programming errors &amp; hacker activity; researches, analyzes &amp; resolves complex problems involving various agency initiatives &amp; enterprise information technology programs related to ESS &amp; the State of Ohio as a whole; re-engineers programs, troubleshoots &amp; isolates problems, diagnoses problem components &amp; takes corrective actions.                 </td> <td>                     Knowledge of: 1, 2, 4, 5, 6, 8, 9, 10, 11, 12, 13*, 14*, 15, 16, (25) information systems acquisition procedures*;                      Skill in 17, 18                      Ability to 19, 20, 21, 22, 23, 24                 </td> </tr> <tr> <td>10</td> <td>                     Represents ESS at meetings with other government or agency officials, at conferences &amp; on non-technical committees; participates in interviewing candidates for openings &amp; making hiring decisions.                       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JOB CODE TITLE Information Technology Consultant 3  JOB CODE 64163	List Position Numbers & Job Titles of Positions Directly Supervised: 20006333 IT Manager 2                      20006334 ITC 3 20006336 BPA 2 20006339 IT Manager 2 20006343 Infrastructure Specialist 4 20006340 Infrastructure Specialist 4		SIGNATURE OF AGENCY REPRESENTATIVE 												
			DATE 1/27/11												

apd 1/27/11 PRM