

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS505420
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Enterprise Shared Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006353 JOB CODE TITLE Information Technology Consultant 3 JOB CODE 64163 Apr 10/17/13 <i>PTM</i>	<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		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<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 PR: Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00am TO: 4:00pm			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
65	Serves as a consultant on analysis & design to provide advice & guidance to Office of Information Technology (OIT) & Infrastructure Services Division (ISD) senior management that focuses on the design, development, implementation & deployment of OIT/ISD's designated key projects: direct participation in design, architecture & engineering of server virtualization, storage & desktop environments, disaster recovery, replication, network connectivity, configuration, monitoring & troubleshooting, routed & switched data network services (e.g. voice, data & video for state agencies); serves as network architect, uses electrical engineering education to analyses, design & plan Wide Area Network (WAN) services offered by OIT/ISD; analyzes operations & designs large enterprises routed & switched data networks serving multiple remote sites (i.e., 100 or more) supporting multiple communications protocols (e.g., T1, T3, OC-n, Ethernet, wireless, analog) to ensure adequate delivery of services to state agencies; provides advice & guidance for network systems design, planning, acquisition & operation; participates in OIT/ISD short & long-term planning process & assists in agency-wide policy, research, planning, technical policy implementation & procedures related to network systems; participates in national standards for internet; ensures compliance with stated standards, ITIL processes & OIT/ISD best practices & procedures; makes recommendations to OIT/ISD senior managers on issues involving computer networks, load balancing, Storage Area Network (SAN), clustering & high availability configurations; coordinates activity with other OIT/ISD staff as a consultant & provides technical expertise, integration & coordination for all facets of state agency computer systems & networks connected to OIT/ISD operations as needed & directed as well as in meetings with agency or other governmental officials & on committees & in conferences	Knowledge of: (1) information technology (IT); (2) IT analysis & design; (3) IT architecture & principles; (4) multiple communications protocols (e.g., T1, T3, OC-n, Ethernet, wireless, analog); (5) Wide Area Network (WAN); (6) project management; (7) ITIL processes Skill in: (8) operation of personal computer & associated hardware/software. Ability to: (9) deal with many variables & determine specific action; (10) read & interpret extensive variety of technical material; (11) communicate verbally & in writing on technical & non-technical matters.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
			10/15/13	

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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00am TO: 4:00pm			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
35	Evaluates network systems needs of agency; researches & analyses network systems technology industry trends; oversees review of proposed & ordered services by agencies for compliance to industry & agency standards; responds to service interruptions & serves as senior technician for troubleshooting complex network issues; evaluates, analyzes & designs complex inter-agency network systems implementation & integration, interfaces with customers, service providers & equipment manufacturers involved in delivery network services to state agencies; researches & consults with OIT/ISD staff on a broad spectrum of IT subjects including technical offerings, new products & tools; formulates & implements technical policies & procedures related to all facets of information systems; independently analyzes & resolves complex problems involving various high profile Department of Administrative Services (DAS) initiatives & technical programs (e.g., Ohio Business Gateway, Virtual Server, Virtual Desktop, State Portal) by troubleshooting & isolating problems & taking corrective actions (e.g., re-engineering programs, diagnosing problem components, application, operating system, hardware, directing & monitoring vendor repairs, reconfiguring hardware &/or software); participates in vulnerability assessments & analysis to ensure security on all OIT/ISD projects, providing guidance on remediation & mitigation of identified vulnerabilities; assists OIT/ISD Networks Services & Operations in the protection of remote & networked users with intrusion & virus detection, the identification & isolation of unauthorized network access as well as new & known blended security threats, assists OIT/ISD with the implementation of patches & fixes to ensure the intrusion threat is minimized & eliminated.		Knowledge of: 1, 2, 3, 6, 7 Skill in: 8 Ability to: 9, 10, 11	
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JOB CODE TITLE Information Technology Consultant 3			DATE (6/1)-12	