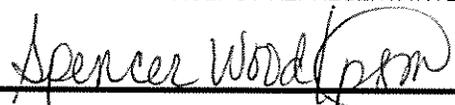
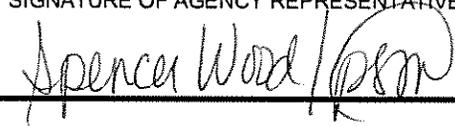


POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Network	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006384	<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 type="checkbox"/> Classified <input checked="" 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 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 am TO: 4:00 pm			
JOB CODE TITLE Data Systems Administrator	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	40	Administers & superintends strategic planning process for statewide Network Services & telecommunications policies & strategies as Administrator for Network Services & Deputy-COO responsible for managing state's network operations: designs, implements & administers telecommunications & telephone facilities for all state agencies; advises legal counsel in contract negotiations; directs network operations; develops policies, procedures & standards; develops long-range plan; prepares necessary budgetary documentation; drafts/reviews departmental policies & procedures that support management & direction of network services; supervises technical managers, administrative & engineering support staff; determines section staffing needs; directs recruitment process & recommends candidates for hire; reviews & completes evaluations of personnel; administers training & staff development functions; resolves major personnel problems; develops & monitors budget for sections.	Knowledge of (1) program management; (2) public relations; (3) Voice over Internet Protocol (VoIP); (4) supervisory techniques & principles; (5) budgeting; (6) computer hardware, personal computers, networks & software of all manufactures & technology; Skill in (7) management of complex networking environments; Ability to (8) evaluate multiple variables and determine specific course of action; (9) communicate complex technical & non-technical matters verbally & in writing; (10) prepare & deliver speeches before specialized audiences & general public; (11) prepare meaningful & accurate reports; (12) resolve complaints from angry citizens & government officials.	
	35	Administers design, acquisition, installation, maintenance, & development of voice, data, video, & converged network services for state government, public libraries & local government agencies that participate in state's voice & data backbone & cooperative purchasing program: ensures that efficient statewide network services are developed, implemented, & maintained based upon customer needs, technological enhancements, & budgetary constraints; establishes & develops network services products needed by state government; meets with customer & vendor community on regular basis; directs & manages vendor/supplier services to meet customer demand.	Knowledge of 1, 2, 3, 4, 5, (13) computer science; (14) computer communications technology; (15) telecommunications; (16) project management Skill in 7 Ability to 8, 9, 10, 11, 12, (17) manage senior staff. *developed after employment	
JOB CODE 64135	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 6/6/14	

POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Network	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006384	<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 type="checkbox"/> Classified <input checked="" 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 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 am TO: 4:00 pm			
JOB CODE TITLE Data Systems Administrator	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	15	Assists Chief Operating Officer (COO) acting as a deputy COO in superintending services contracted &/or provisioned by state agencies, boards, & commissions; maintains service level agreements with vendors & customers; develops & reviews reports to measure & evaluate customer satisfaction; ensures all users/customers are provided professional, courteous, & timely support & service; reviews work flow & reports results to Unified Network Administrator.	Knowledge of 1, 5, 13, 14, 15, (18) labor relations; (19) workforce planning; (20) employee training & development. Skill in 7. Ability to 8, 9, 17.	
	10	Acts in absence of COO: attends meeting with various customers & internal staff; represent management at conferences with federal, state, & local agencies; represents agency & all state government before Public Utilities Commission, National Association of State Telecommunications Directors & at professional meetings & conferences.	Knowledge of 2, 3, 13, 14, 15 Skill in 7. Ability to 9, 10.	
	Position is in unclassified service per Section 124.11 (A) (9) of the Ohio Revised Code. Must submit to & pass personal background check.		*developed after employment	
JOB CODE 64135	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 6/6/14	