100-400U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505390-50%
DAS505340-50%

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	ISD/Network Services	Franklin

POSITION NUMBER 20006388 (41705)

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006414 Data Systems Assistant Administrator

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB CODE TITLE
Information Technology Consultant 3

JOB CODE
64163

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Serves as consultant to Network Services Administrator & State of Ohio Chief Information Officer on routed & switched data network services (e.g., voice, data & video for state agencies): as network architect, uses Electrical Engineering education to analyze, design & plan Wide Area Network (WAN) services offered by Office of Information Technology; analyzes daily operations & designs large enterprise routed & switched data networks serving multiple remote sites (i.e., 100 or more), supporting multiple communications protocols (e.g., IP, IPX, SNA, ATM, POS) & multiple access technologies (e.g., T1, T3, OC-n, Ethernet, wireless, Analog) to ensure adequate delivery of services to state agencies; provides advice & guidance to Network Services Administrator & Network Operations Manager for network systems design, planning, acquisition & operation; participates in Service Delivery Division's short & long-term planning process & assists in agency-wide policy, research, planning, technical policy implementation & procedures related to network systems; prepares testimony for presentation to legislature on proper state networking architectures; participates in national standards for Internet; responds to network issues; 24 hours/day, 7 days/week, 365 days/year, which requires call back, overtime, standby or on-call.	Knowledge of (1) college-level Electrical Engineering, Computer & Information Science or equivalent Engineering related to telecommunications; (2) workforce planning (e.g., analysis of present staffing requirements); (3) public relations/human relations; (4) daily operations & design of large enterprise routed & switched data networks serving multiple remote sites (i.e., 100 or more); (5) multiple communications protocols (e.g., IP, IPX, SNA, ATM, POS); (6) multiple access technologies (e.g., T1, T3, OC-n, Ethernet, wireless, Analog); (7) agency policies & procedures*; (8) government structure & process*; (9) electronic data processing systems (e.g., telecommunications, telecommunications circuit design, telephony & electronic messaging); (10) WAN system to respond to complex network service interruptions; (11) cost analysis. Skill in (12) operation of personal computer; (13) analyzing & resolving network service interruptions. Ability to (14) define problems, collect data, establish facts & draw valid conclusions; (15) deal with many variables & determine specific action; (16) understand manuals & verbal instructions, technical in nature; (17) prepare meaningful, concise & accurate reports; (18) respond to emergency network issues on 24X7 basis.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		4/16/09

Appd 4-16-09 CB

100-400U

POSITION DESCRIPTION

		AGENCY/DEPT ID DAS505
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Network Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006388 (41705)

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
IT Consultant 3	20006414 Data Systems Assistant Administrator

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ 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 CODE TITLE: Information Technology Consultant 3

JOB CODE: 64163

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	As lead network engineer, evaluates network systems needs of agency: researches & analyzes 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; establishes engineering technical & business objectives for division in use of network system technology such as multiple communications protocols (e.g., IP, IPX, SNA, ATM, POS) & multiple access technologies (e.g., T1, T3, OC-n, Ethernet, wireless , Analog); participates in network policy development; provides cost analysis of projects to include workforce planning, equipment specification & personnel allocation.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9, 10, 11 Skill in 12, 13 Ability to 14, 15, 16, 17, 18
10	Evaluates, analyzes & designs complex inter-agency network systems implementation & integration: interfaces with customers, service providers & equipment manufacturers involved in delivering network services to state agencies.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9, 10, 11 Skill in 12, 13 Ability to 14, 15, 16, 17, 18
10	Represents agency at meetings with other state agencies, technical committees & conferences.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9, 10, 11 Skill in 12, 13 Ability to 14, 15, 16, 17
		Position Specific Minimum Qualifications: 36 mos. exp. with responsibility for operation & design of large enterprise routed & switched data networks serving at least 100 remote sites, supporting multiple communications protocols (e.g., IP, IPX, SNA, ATM, POS) & multiple access technologies (e.g., T1, T3, OC-n, Ethernet, wireless, Analog).
	Must submit to & pass personal background check & works as essential employee.	*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		4/16/09

Rcd 4-16-09 CB