

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505360

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Unified Network/Network Operations

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006420

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: IT Consultant 2 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006389 Network Administration Manager

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 14
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Page 1 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm subject to overtime/call back 24X7

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Provides technical expertise & support for all state agency computer systems & networks connected to Office of Information Technology (OIT) Unified Network Services Wide-Area Network (WAN) to ensure agencies computers & networks can exchange information (e.g., file transfer, electronic data interchange, computer network management) within an agency network, between state agency networks & across the Internet via the WAN: responds to in-coming calls to the Ohio Customer Service & Security Center (OCSSC); independently analyzes & resolves complex problems involving router, Cisco IOS (Internet Operating System), LAN/WAN interconnectivity, telecommunications facilities, ATM switches & digital modems by troubleshooting & isolating problems & taking corrective action (e.g., repairing hardware, directing & monitoring vendor repair of hardware, reconfiguring hardware &/or software); monitors network systems & makes pro-active calls to agencies when there is unusual activity; responds to system issues 24 hrs/day, 7 days/week which may require overtime or call back; may be required to wear pager or carry cell phone.	Knowledge of (1) TCP/IP Protocol; (2) telecommunications facilities (56K, T1, DS3); (3) Domain Name Service (DNS); (4) router hardware in LAN/WAN environment; (5) computer science, telecommunications, &/or inter-networking; (6) personal computer software & hardware products; (7) operating systems (UNIX, VMS, Windows NT, Cisco IOS); (8) network management software (HP Openview,* Cisco CWSI*); Skill in (9) network systems analysis & design; (10) calculating fractions, decimals, percentages; Ability to (11) communicate technical information to technical & non-technical personnel; (12) understand technical documents pertaining to telecommunications, inter-networking &/or computer science concepts; (13) comprehend non-verbal symbols to interpret & create network topology schematics; (14) define problems, collect data, establish facts & draw valid conclusions; (15) solve most problems independently; (16) maintain accurate records; (17) respond to system issues 24X7; (18) carry cell phone or wear pager. *developed after employment

JOB CODE TITLE
Information Technology Consultant 2

JOB CODE
64162

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

11/24/09

App'd 2-2-09 CB

POSITION DESCRIPTION		AGENCY/DEPT ID DAS505360
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Unified Network/Network Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006420	<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 20006389 Network Administration Manager
	<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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:

NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 8:00 am TO: 5:00 pm subject to overtime/call back 24X7

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Provides technical expertise & support to all state agency computer systems & network administrators in design & engineering of state computer networks: consults with agency personnel to determine project requirements; researches network systems hardware & software technology to gather cost information to provide quotes to agencies; develops detailed, technical procurement specifications for customer agencies; researches new network systems technologies to keep agencies abreast of available & appropriate solutions; researches & recommends purchases of computer hardware/software to managers & agencies; installs, tests & implements network systems hardware/software (e.g., IBM compatible, UNIX based, Digital Equipment based & Apple) to ensure network hardware & software can communicate; makes recommendations to manager on rates to charge customers.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8* Skill in 9, 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18.
20	Acts as group leader of Unified Network Services, Network Administration responsible for operational & design decisions pertaining to the network: provides guidance to lower-level information technology & telecommunications personnel; gives technical direction to suppliers; dispatches technical personnel to customer locations.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8* Skill in 9, 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18.
5	Provides support for Unified Network Services, Network Administration servers & internal applications: maintains (e.g., repairs, communicates with vendors, installs) computer hardware & peripheral equipment; maintains (e.g., modifies) internally developed applications; inventories equipment & supplies for Network Administration; procures (e.g., writes purchase orders, receives merchandise) needed equipment & supplies for, Network Administration.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8* Skill in 9, 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18.

*developed after employment

App 2-2-09 CB

JOB CODE TITLE
 Information Technology Consultant 2
 JOB CODE
 64162

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		1/20/09

