

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
20006422

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
64162

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



1/20/15

Appd 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
20006422

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION 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 2 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
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

JOB CODE TITLE
Information Technology Consultant 2

JOB CODE
64162

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE




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 20006422	<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 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:	Bargaining Unit 14 Page 3 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	
	Must submit to & pass personal background check & works as essential employee.		<u>Position Specific Minimum Qualifications</u> 30 mos. trg. or 30 mos. exp. in network systems analysis & design; 18 mos. additional trg. or 18 mos. additional exp. in one of the following: wide-area network administration, telecommunications or inter-networking.	
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			DATE 	

App'd 2-2-09 CB