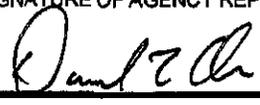


POSITION DESCRIPTION		AGENCY/DEPT ID DAS505380
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Unified Network Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006438	<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 checked="" type="checkbox"/> Classified Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt	Bargaining Unit
<input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified	If FLSA Exempt, exemption type:	Page 1 of 2
<input type="checkbox"/> Intermittent <input type="checkbox"/> Essential	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm	

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Provides technical advice & direction to information systems assistant administrators & administrators regarding Infrastructure Service Division's (ISD) network services provided to statewide agencies; provides overall management assistance to Department of Administrative Services (DAS)/Office of Information Technology (OIT) in carrying out supervision of telecommunication services under ORC 125.18 & 125.01; provides technical assistance to customer agencies regarding solutions to complex telecommunication network problems; advises agencies on hardware, software, & services to address problems with telecommunications systems; meets with division analysts, agency managers, & high-level technical staff to provide expert advice on telecommunications network & high-speed computer communications issues & communications standards mandated by DAS/OIT to all agencies for compatible statewide network connectivity (e.g., network management computer hardware & software, local area network design, electronic mail network design, open system computer interconnection & related support); supervises (e.g., approves leave, evaluates performance, provides training opportunities, initiates discipline) telecommunications analysts and other lower-level technical personnel.	Knowledge of (1) network services, technologies, & market developments, (2) supervision principles, (3) public/human relations; (4) agency policies & procedures*; (5) government structure & process*; (6) electronic data processing systems (e.g., computer industry, computer standards, computer operating systems, computer communications technology & protocols), (7) state procurement law*; (8) systems analysis & design; Skill in (9) operation of personal computer & associated hardware & software; Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) interpret variety of technical material in books, journals & manuals; (12) deal with many variables & determine specific action; (13) originate business letters reflecting standard procedures; (14) cooperate with co-workers on group projects; (15) handle sensitive inquiries from & contacts with officials & general public.
35	Directs activities of telecommunications user services design for state agencies: develops & implements policies & procedures for statewide voice & data telecommunications systems; develops network procurement specifications & directs acquisition process involving local telephone companies & inter-exchange phone companies who provide outsourced telecommunications services for State of Ohio telecommunications network used by all state agencies; meets with vendors' telecommunications technical staff & company officers on regular basis to discuss & negotiate global & technical aspects (e.g., technology to be used, staff requirements, costs, ongoing	Knowledge of 1, 4*, 5*, 6, 7*, 8, (16) cost accounting; (17) inventory control; Skill in 9 Ability to 10, 11, 12, 13, 14, 15. *developed after employment

JOB CODE 64163	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3-16-12

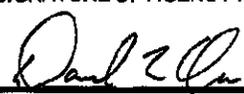
JOB CODE TITLE
Information Technology Consultant 3

apd 2/7/12/psm

POSITION DESCRIPTION		AGENCY/DEPT ID DAS505380
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/ Unified Network Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006438	<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 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	maintenance, support activities) of major, outsourced, state telecommunications network projects; collects, analyzes, designs & evaluates services being provided by outside contractors; monitors & evaluates all billing information from telecommunications vendors. Interprets government tariffs & contracts imposed on state telecommunications network activities to determine physical & cost impact on state telecommunications network: with support from DAS's Chief Legal Counsel's Office, negotiates state government tariff & contract provisions to comply with state fiscal requirements & take advantage of state's special status with respect to tariffs & contracts; analyzes, evaluates, & determines most cost effective & efficient state telecommunications network alternatives.	Knowledge of 1, 3, 4*, 5*, 6, 7*, 8, 16 Skill in 9 Ability to 10, 11, 12, 13, 14, 15 *developed after employment
	Must submit to & pass a personal background check	

JOB CODE 64163	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3-16-12