

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Unified Network Services

POSITION NUMBER
20006438 (41794.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Information Technology Consultant 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006387 Information Technology Consultant 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
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 TITLE
Information Technology Consultant 3

JOB CODE
64163

List Position Numbers and Class Titles of positions directly supervised:

- 20006439 (41796.0) IT Consultant 1
- 20006441 (41799.0) Telecom Analyst 1
- 20006440 (41798.0) Telecom Analyst 1

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

10/14/02

Apd 12-12-08 CB

<h1 style="margin:0;">POSITION DESCRIPTION</h1>	<h2 style="margin:0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Office of Information Technology	
	UNIT OR OFFICE ISD/Unified Network Services	

POSITION NUMBER 20006438 (41794.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Information Technology Consultant 3	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006387 Information Technology Consultant 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.	

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
20	<p><i>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.</i></p> <p>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.</p> <p>Must submit to & pass a personal background check & is overtime exempt.</p>	<p>Knowledge of 1, 3, 4*, 5*, 6, 7*, 8, 16 Skill in 9 Ability to 10, 11, 12, 13, 14, 15</p> <p style="text-align: right;">*developed after employment</p>

Apd 12-12-08 CB

JOB CODE TITLE
Information Technology Consultant 3

JOB CODE
64163

List Position Numbers and Class Titles of positions directly supervised:

20006439 (41796.0) IT Consultant 1
 20006441 (41799.0) Telecom Analyst 1
 20006440 (41798.0) Telecom Analyst 1

SIGNATURE OF AGENCY REPRESENTATIVE 	DATE
--	----------