

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
ISD/Enterprise Computing

POSITION NUMBER  
20006485

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
IT Consultant 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20006442    Data Systems Administrator

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

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	Provides technical advice & direction to Office of Information Technology (OIT) Director, Infrastructure Services Division (ISD) Deputy Director, program & unit administrators, & high-level customer administrators regarding analysis, planning & development of mainframe computer hardware & software (e.g., CICS, IMS, JES3, RACF, RMF); evaluates very complex mainframe system requirements (e.g., mainframe resource usage, vendor software, computing platform, transactions processing, batch system, recovery, backup) for ISD & agency customers; conducts extensive research (e.g., vendor web sites, product documentation, independent sources such as Gartner Group); evaluates & measures present computing capacity & projected mainframe growth; prepares reports recommending appropriate hardware, software, & cost projections regarding addition of new mainframe hardware, software &/or upgrades.	Knowledge of (1) computer science; (2) mainframe capacity planning; (3) mainframe hardware & software (e.g., CICS, IMS, JES3, RACF, RMF); (4) systems analysis & design; (5) information systems acquisition procedures & fiscal controls*; (6) information systems & software development; (7) project management; Skill in (8) operation of microcomputer & associated hardware/software; Ability to (9) deal with many variables & determine appropriate action; (10) read & interpret extensive variety of technical material; (11) communicate verbally & in writing on technical & non-technical matters.
25	Participates in short & long-term planning; develops & implements policies & procedures; makes application & system performance improvement recommendations relative to long-term technology changes, trends & industry best practices; provides guidance regarding mainframe system billing rates, cost allocation & distribution, rate control, configuration planning, billing installation, upgrade & deployment of complex mainframe system hardware/software, & testing of computing platform.	Knowledge of 1, 2, 3, 4, 5*, 6, 7 Skill in 8 Ability to 9, 10, 11
10	Performs other related duties as assigned: represents OIT at meetings; serves on technical committees; assists in resolving customer issues.	Knowledge of 1, 2 Skill in 8 Ability to 9, 10, 11
Must submit to & pass personal background check. This position is unclassified per 124.11 (A)(9) of ORC & is overtime exempt.		*developed after employment

JOB CODE TITLE  
Information Technology Consultant 3

JOB CODE  
64163

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/2/18

Apd 9-24-08 CB