

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Security & Privacy Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006487  JOB CODE TITLE IT Architect/Consultant I  JOB CODE 69971 APD 11-25-14 vs	<input checked="" 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 IT Architect		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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 <b>PR 36</b> Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	55	Publishes IT enterprise artifacts; creates or edits for recommendation and approval IT artifacts, including, but not limited to, policies, procedures, standards, guidelines, best practices and position papers. Leads complex initiatives for organizational improvement frameworks in assigned discipline/program; seeks to develop expertise in project management methodologies; becomes expert in risk identification and mitigation.  <i>Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.</i>	<b>Knowledge</b> of (1) project planning; (2) information technology; (3) development, implementation & management of enterprise IT security; (4) development and promulgation of information security policies, procedures and standards for general awareness; (5) agency policies/procedures*. <b>Skill</b> in (6) operation of microcomputers & peripheral equipment; (7) office suite software (e.g., word processing, spread-sheet & database) & browser functionalities. <b>Ability</b> to (8) define problems, collect data, establish facts & draw valid conclusions; (9) create & interpret variety of technical & non-technical instructions, processes, procedures & policies in written & oral form; (10) interpret variety of technical materials in books, journals, manuals & audio visual form; (11) deal with many variables & determine specific action; (12) prepare meaningful, concise & accurate reports; (13) communicate verbally on technical & non-technical matters; (14) originate procedures, instructions & specifications concerning technical requirements of service offerings; (15) cooperate with co-workers & others on group projects.  *developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>David A. Brown</i>	DATE 10/31/14

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	USUAL WORKING TITLE OF POSITION IT Architect		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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt  If FLSA Exempt, exemption type:	Bargaining Unit 14 <b>PR 36</b> Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	25	Works with IT staff, CIO or IT Managers to design solutions that meet the agency's requirements; assists with analysis of the solution design's business case; authors' portions of the solution business case. Provides input and assistance preparing procurement statements, work or capability requirements; provides input into agency budget process.	<b>Knowledge of 1-5.</b> <b>Skill in 6-7.</b> <b>Ability to 8-15.</b>	
	10	Assists other IT Architect / Consultants, CIO or IT Managers to obtain support for achieving current IT goals and objectives; assists IT staff ensuring communication is easily understood by intended audiences, including nontechnical staff; provides knowledge transfer to employees on regularly maintained or newly enhanced systems.	<b>Knowledge of 1-5.</b> <b>Skill in 6-7.</b> <b>Ability to 8-15.</b>	
	10	Provides, revises, and/or vets focused research for assigned IT discipline/program team. Seeks to develop advanced leadership skills; continually self-assesses; works to improve leadership capabilities; seeks feedback consistently from IT staff.	<b>Knowledge of 1-5.</b> <b>Skill in 6-7.</b> <b>Ability to 8-15.</b>	
<i>Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.</i>			<b>Requirement:</b> Employee is subject to alternative schedule with periodic adjustments to accommodate travel requirements for customers	
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