

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Enterprise Computing

POSITION NUMBER
20006494 (41896.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Information Technology Consultant 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006492 (41890.0) Information Technology Manager 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24x7

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Duties in Order of Importance	Minimum Acceptable Characteristic
50	Provides technical advice & guidance to information technology (IT) personnel at middle & top management levels in all agencies regarding security issues: analyzes the implementation of RACF on IBM mainframe computers; reviews customer agency security requirements & recommends policies & procedures to enhance computer security & security awareness; evaluates & designs security interfaces between RACF & other security products to ensure cross platform functionality; evaluates security products that enhance security administration & monitoring; consults with customer agencies, Service Delivery Division (SDD) Computer Operations & other staff in matters relating to data & physical security; represents SDD in security planning meetings with vendors, customer agencies & other Department of Administrative Services & Office of Information Technology sections; responds to system issues 24 hours/day, 7 days per week which requires overtime, standby or call back; may be required to carry cell phone or wear pager.	Knowledge of (1) RACF mainframe security software; (2) mainframe operating systems; (3) agency policies & procedures relating to data, computer & physical security*; (4) customer service techniques; Skill in (5) equipment operation (e.g., mainframe computer terminals & personal computer hardware & software); Ability to (6) understand large scale mainframe computer hardware & software; (7) understand complex computer networks (e.g., in the design of security interface design); (8) interpret a variety of instructions in written, oral, picture, or schedule format; (9) define problems collect data establish facts & draw valid conclusions (i.e., used in security product evaluation); (10) interpret & understand extensive variety of technical material in books, manuals & web sites; (11) respond to system issues 24X7; (12) carry call phone or wear pager.
40	Designs & maintains a comprehensive management information system for the processing & tracking of background investigations required for personnel employed at State Of Ohio Computer Center (SOCC): schedules & tracks investigations; maintains a database that provides current status from initiation to completion of each background investigation; communicates investigation status to all agency coordinators; provides investigation status reports when required; coordinates investigations with SOCC Security, tenant agency & investigation personnel.	Knowledge of 3*, 4, (13) human relations; (14) computing systems analysis; (15) database design & maintenance techniques; Skill in 5 Ability to 7, 8, (16) prepare meaningful, concise & accurate status reports; (17) gather, collate & classify information.

*developed after employment

JOB CODE TITLE
Information Technology Consultant 2

JOB CODE
67162

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory R. Mounts

3/22/07

Appd 4-3-07 CB

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10	<p>Assists in the definition of RACF security profiles, system sign-ons & password definitions; monitors daily operation of RACF by investigating security violations & exceptions; produces security system reports for customer agencies; makes RACF profile & sign-on corrections when requested by customer agency; keeps abreast of latest advances in computer security by reading technical materials & by attending conferences & classes.</p> <p>Must submit to & pass a personal background check & works as an essential employee.</p>	<p>Knowledge of 1, 2, 3*, 4 Skill in 5 Ability to 6, 7, 16, 17.</p> <p>*developed after employment</p>

JOB CODE TITLE
Information Technology Consultant 2

JOB CODE
67162

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory L. Stewart

3/22/07

Apd 4-3-07 CB