

<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 IGD/Office of Statewide IT Policy

POSITION CONTROL NUMBER 20006584 (60300.0)	<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 IT Policy Administrator	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006629 Deputy Director 4	
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
60	Administers & superintends statewide information technology (IT) policy & strategy development, distribution & communication; administers Office of Statewide IT Policy (i.e., State of Ohio Statewide IT Policy, State Enterprise Architecture, Enterprise IT Security Strategy, IT Legal & Legislative Affairs). Drawing upon extensive knowledge & experience in project management, in IT systems analysis, design, & in application, database or infrastructure development, administers development, communication & maintenance of state IT policy, standards, strategies & guidelines; manages staff who research & provide recommendations concerning state strategy on IT governance & management issues, state & federal technology-related legislation/regulations, & legal review & advice concerning IT issues; conducts technical research & provides guidance in form of executive-level recommendations, oral briefings & executive-level reports to state chief information officer & other senior state technology officials regarding strategic IT governance & management issues, IT state & federal legislative & regulatory issues & IT legal issues. Drawing upon extensive knowledge & experience in facilitating structured workgroups & leading collaborative development work teams, oversees enterprise architecture & state IT policy development activities; works with Auditor of State & other agencies to develop & manage methods to determine statewide IT policy compliance & manages staff who research & provide information about state usage of information technology; organizes responses to state-level IT information requests from governor, legislature, federal government, media, national IT organizations & others.	Knowledge of (1) IT management & governance for large-scale enterprises (e.g., technical research, strategy development or technical policy development); (2) analysis, design &/or development of IT hardware/software applications, platforms, infrastructures, standards, best practices, policies & strategies; (3) project management; (4) management; (5) budgeting; (6) government structures, administrative processes, IT policies & IT strategies; (7) government legislative & rule-making processes; (8) legislative & legal IT issues; (9) business & technical writing standards; (10) technical research practices & resources; (11) public speaking practices & techniques; (12) customer & public relations practices & techniques; (13) structured meeting facilitation. Skill in (14) operation of personal computers & peripherals; (15) office suite software; (16) conducting research. Ability to manage senior staff; (18) evaluate multiple variables & determine specific courses of action; (19) effectively communicate verbally & in writing technical & governance information to broad audiences; (20) use statistical analysis; (21) devise effective IT governance policy, standards & strategies for large-scale, federated enterprises; (22) foster environment of morale & cooperation as section head;

List Position Numbers and Class Titles of positions directly supervised: 20006619 IT Consultant 3 20006620 Mgmt Analyst Supervisor 2 20006622 IT Mgr 2 20006626 IT Mgr 2 20006627 Exec Secretary 1	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/17/07
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CLASS TITLE  
 Data Systems Administrator  
 CLASS NUMBER  
 64135

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
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State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
IT Policy Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20006629 Deputy Director 4

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
25	<p>Performs administrative functions: determines staffing requirements &amp; hires staff; completes performance evaluations; encourages staff development; approves/disapproves leave; directs staff training programs. Reviews &amp; makes recommendations for selection of IT hardware, software &amp; consulting services; writes proposals; administers contracts &amp; monitors work of contract employees; negotiates contracts with various vendors to provide technology information &amp; services for state. Manages contracts &amp; measures value provided on on-going basis; determines budget, space, personnel &amp; other resource requirements for state IT Policy office; manages preparation of budget for policy office activities &amp; monitors fiscal activities of sections; approves expenditures; prepares reports for deputy director for IT Governance in areas concerning state policy.</p>	<p>(23) promulgate &amp; enforce high-caliber professional writing, presentation &amp; public speaking standards among staff; (24) negotiate &amp; obtain consensus of opinion among diverse groups.</p> <p>Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 Skill in 14, 15, 16 Ability to 17, 18, 19, 20, 21, 22, 23, 24</p>
15	<p>Advocates state's IT governance &amp; management interests in speeches, reports, testimony &amp; briefings targeted at various government &amp; non-government audiences; prepares reports &amp; correspondence; represents state at local &amp; national conferences &amp; meetings; collaborates with peers in other states &amp; federal government.</p>	<p>Knowledge of 1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13 Skill in 14, 15, 16 Ability to 18, 19, 20, 21, 24</p>
<p>This position is overtime exempt.</p>		

List Position Numbers and Class Titles of positions directly supervised:

- 20006619 IT Consultant 3
- 20006620 Mgmt Analyst Supervisor 2
- 20006622 IT Mgr 2
- 20006626 IT Mgr 2
- 20006627 Exec Secretary 1

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

12/14/07

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Data Systems Administrator

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Sept 1 - 4 - 08 CB