

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS501120
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Deputy Director's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006618	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
USUAL WORKING TITLE OF POSITION Deputy State Chief Information Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006648 Assistant Director 4	
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 46 Page 1 of 2

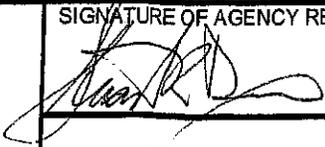
NORMAL WORKING HOURS (Explain unusual or rotating shift):  
 FROM: 8:00 am      TO: 5:00 pm

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Serves as Deputy State Chief Information Officer (i.e., also known as Chief Technology Officer) for responsible for managing enterprise technology development and deployment including enterprise architecture, manages customer relationships to ensure that service level agreements are developed & managed in operations areas; based upon business needs of state government, develops vision for new & expanding technological initiatives; prepares budget for charge-back, General Revenue Fund, & capital funds to support \$75 million annual operations; develops, monitors, & employs profit & loss model within federal cost allocation plan guidelines; revises rates for services as needed; develops rate models for new services responsive to customer needs.	Knowledge of (1) personnel, office & project management; (2) labor relations; (3) workforce planning; (4) employee training & development; (5) supervision; (6) public relations; (7) agency policies & procedures & government structure & process*; (8) long-range planning; (9) budget planning, development & control; (10) Statewide Cost Allocation Plan (SWCAP) regulations*; (11) rate model development & implementation; (12) evolving technical trends in computer industry. Skill in (13) use of personal computer & associated hardware/software. Ability to (14) define problems, collect data, establish facts & draw valid conclusions; (15) monitor workforce & apply appropriate discipline; (16) interpret extensive variety of technical material in books, journals & manuals; (17) prepare meaningful, concise & accurate reports; (18) establish cohesive work environment.
15	Directs & manages vendors/suppliers of hardware, software, networking, consulting & outsourcing services required to satisfy customer service-level demands: meets with vendors/suppliers on regular basis to maintain currency on new technology understanding & employing such technology as it matures; fulfills role of project sponsor on most complex projects being developed for customer requirements.	Knowledge of 1, 6, 7*, 8, 12. Skill in 13 Ability to 14, 16, 17, (19) proofread technical material, recognize errors & make corrections; (20) prepare & deliver speeches before specialized audiences & general public; (21) state procurement process*.

\*developed after employment

JOB CODE TITLE  
 Deputy Director 6  
 JOB CODE  
 61316  
 Apr 3-25-13 UMS

List Position Numbers and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		2/24/13

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS501120
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Deputy Director's Office	COUNTY OF EMPLOYMENT Franklin

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<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 46  Page 1 of 2

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\*developed after employment

JOB CODE TITLE  
Deputy Director 6

JOB CODE  
61316

List Position Numbers and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/26/13
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