

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
IGD/Enterprise IT Policy

POSITION CONTROL NUMBER  
20006619 (60304.0)

CLASS TITLE  
Information Technology Consultant 3

CLASS NUMBER  
64163

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
State IT Legal & Legislative Affairs Officer

POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR  
20075464 Data Systems Administrator

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	<p>Serves as consultant on impact of legislation &amp; laws on overall analysis, planning &amp; operation of state information systems. Provides advice, recommendations &amp; guidance to the State Chief Information Officer &amp; senior state technology officials regarding impact of laws &amp; legislation on state information systems operations, use, acquisitions, programming &amp; fiscal areas. Identifies IT legal issues &amp; makes recommendations with regard to developments in technology &amp; law (i.e., privacy, security, software licensing, procurement &amp; contracting). Participates in state information systems strategic planning processes &amp; assists in state IT policy, standards, planning &amp; strategy research &amp; development efforts. Formulates &amp; promulgates state IT policies &amp; procedures related to all facets of state information systems. Drafts legislation, administrative rules, enterprise-wide policy, testimony &amp; memoranda. Translates business requirements into IT policies. Attends legislative committee hearings to analyze &amp; understand legislation &amp; lobby for strategic IT directions. Develops &amp; assists with state technology policy, standards &amp; strategy enforcement efforts. Coordinates development &amp; publishing of technology-related state administrative rules. Monitors &amp;/or analyzes legislation, government budgeting process, proposed rules, administrative rules, state &amp; federal regulations for actions with potential consequences on IT efforts of state government. Serves as liaison to &amp; coordinates efforts with Department of Administrative Services Offices of Legislative Affairs and Chief Legal Counsel. Prepares official state comments regarding affect of federal administrative rules on state IT; conducts legal &amp; technical research &amp; prepares recommendations with regard to developments in technology &amp; law, administrative rules &amp;/or state &amp; federal regulations (e.g., privacy, security, software licensing &amp; IT contracting).</p>	<p>Knowledge of (1) computer science or information technology; (2) computer &amp;/or network infrastructure, hardware, software, operating systems, principles &amp; architecture; (3) developing, coordinating, publishing &amp; implementing enterprise IT policies, standards &amp; procedures; (4) public speaking techniques &amp; practices; (5) meeting facilitation; (6) technical &amp; legal research &amp; analysis methodologies; (7) legal analysis &amp; processes of legislative/administrative rules, state/federal regulations, (8) multi-organizational IT strategic &amp; tactical initiatives; (9) risk management principles; (10) IT laws &amp; regulations (e.g. HIPPA, privacy, electronic signatures); (11) computer systems analysis &amp; design; (12) government budgeting process. Skill in (13) operation of microcomputers, peripheral equipment &amp; software; (14) skill in drafting legislation, administrative rules, enterprise-wide policies, testimony &amp;/or memoranda. Ability to (15) translate IT laws &amp; regulations into technical specifications &amp; policy; (16) define problems, collect data, establish facts &amp; draw valid conclusions; (17) conduct legal analysis; (18) interpret variety of technical &amp; legal material in books, journals, manuals &amp; audiovisual form; (19) deal with many variables &amp; determine specific action; (20) originate instructions &amp; specifications concerning proper use of computer hardware &amp; software;</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

20006625 Systems Analyst 2

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

12/14/07

copy 1-4-08 CJS

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30	Evaluates information systems needs of state & researches difficult or complex information systems issues. Evaluates hardware & software trends &/or products & IT policies/procedures for possible conflicts with laws or proposed legislation. Performs initial legal review of proposed state IT policy, standards & strategy. Coordinates research projects & studies for information systems strategic direction & writes reports of findings. Drafts state IT governance policies, standards & strategy (e.g., security, privacy).	(21) communicate verbally & in writing on technical & non-technical matters & legal/non-legal matters.  Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 Skill in 13, 14 Ability to 15, 16, 17, 18, 19, 20, 21
10	Communicates legal & technology concepts to broader audiences. Represents state at meetings with other governmental or agency officials. Assists state in resolving information systems policy, standards or strategy issues. Represents state at conferences & on technical committees.  This position is overtime exempt.	Knowledge of 1, 3, 4, 5, 6, 7, 8, 9, 10 Skill in 13, 14 Ability to 15, 16, 17, 18, 19, 20, 21  <u>Position Specific Minimum Qualifications</u> 24 mos. trg. or 24 mos. exp. in legal research & analysis; 24 mos. exp. monitoring & analyzing legislation, government budgeting process, administrative rules &/or state & federal regulations; 24 months exp. identifying IT legal issues & making recommendations (e.g., privacy, security, software licensing & IT contracting); 24 months exp. drafting legislation, administrative rules, enterprise-wide policy, testimony &/or memoranda.

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20006619 (60304.0)

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Information Technology Consultant 3

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64163

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20006625 Systems Analyst 2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



12/11/07

CLASS 1-4-08 CEB