

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

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

POSITION CONTROL NUMBER
20006619 (60304.0)

CLASS TITLE
Information Technology Consultant 3

CLASS NUMBER
64163

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List Position Numbers and Class Titles of Positions Directly Supervised:

20006625 Systems Analyst 2

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

12/14/07

