

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
IGD/Statewide IT Policy

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Senior IT Policy Management Analyst

POSITION NO. AND 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
65	<p>Serves as Office of Information Technology (OIT) manager for planning & coordinating business & process improvement activities concerning development & implementation of information technology policies & standards by which state agencies acquire & use information technology systems & services: develops & implements policies & procedures for process improvement; performs technical editing, advanced copyediting (e.g., content, context, readability); & quality assurance reviews to ensure standardization & quality of all policy documents performs technical editing by applying Associated Press writing style to ensure standardization & quality of all policy documents (e.g., state policy & policy analyses, state standards & standards analyses, enterprise architecture & enterprise architecture analyses, IT research & recommendations, information request responses, national survey responses, & communications/relations materials) for publication; develops process templates; develops, manages & monitors repeatable office processes; supervises office interns; manages information technology projects; conducts independent technical research on information technology management principles & processes with focus on IT policy & architecture issues & writes research summaries; writes & coordinates responses to requests from governor's office, legislature, state chief information officer, senior state technology officials, media, other states, business community, research organizations, & other government agencies concerning state's use of information technology; works with national organizations to benchmark Ohio against other states;</p>	<p>Knowledge of (1) information technology; (2) information technology management principles & processes; (3) research methods; (4) professional writing techniques & grammar; (5) advanced copyediting techniques; (6) formal writing styles (e.g., Associated Press, Chicago Manual of Style) (7) communications & constituent relations; (8) operations research techniques or statistical techniques used in IT managerial decision-making processes; (9) information technology project management methods; (10) accounting principles; (11) business administration principles; (12) programs, operations, laws, rules & procedures of state & assigned agency*; (13) supervisory principles & techniques*. Skill in (14) operation of microcomputers, peripheral equipment, & software. (15) researching IT issues; Ability to (16) deal with many variables & determine specific actions; (17) use proper research methods in gathering data; (18) gather, classify & collate information about data, people or things; (19) professionally draft & edit policy documents, procedures, informational booklets &/or directives; (20) analyze & document processes; (21) develop tracking & measurement techniques & tools.</p> <p>*developed after employment</p>

POSITION CONTROL NUMBER
20006620 (60306.0)

CLASS TITLE
Management Analyst Supervisor 2

CLASS NUMBER
63216

List Position Numbers and Class Titles of Positions Directly Supervised:
20006621 College Intern

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



12/1/07

copy 1-4-00000

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35	<p>Performs other related duties as requested: completes status & other administrative reports; manages grants & contracts; serves as liaison to human resources coordinator & business office on hiring & personnel matters (e.g., tracks status of performance reviews, completes personnel forms for unit positions, monitors hiring process); reviews & recommends modifications to section web page to reflect current activities; evaluates & selects office equipment & software & maintains official records of Office of Statewide IT Policy; serves as liaison between Statewide IT Policy & other state agencies, vendors & contractors; attends related classes & seminars; attends meetings & coordinates work groups; disseminates information & prepares official correspondence.</p> <p>This position is overtime exempt.</p>	<p>Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12*, 13* Skill in 14, 15 Ability to 16, 17, 18, 19, 20, 21</p> <p>Position Specific Minimum Qualifications</p> <p>12 mos. exp. or 12 mos. trg. in information technology project management; 12 mos. exp. or 12 mos. trg. in advanced copyediting techniques; 12 mos. exp. or 12 mos. trg. in researching information technology issues; 12 mos. exp. or 12 mos. trg. in applying formal writing style (e.g. Associated Press Stylebook, Chicago Manual of Style)</p> <p>*</p> <p>*developed after employment.</p>

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Management Analyst Supervisor 2

CLASS NUMBER
63216

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20006621 College Intern

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12/17/09

06/01/10-4-08 WFS