

# POSITION DESCRIPTION

AGENCY/DEPT ID DAS501640

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
IGD/IT Policy

COUNTY OF EMPLOYMENT  
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)

SECONDARY TECHNOLOGY (IT ONLY)

POSITION NUMBER  
20006623

Reclassification

New Position

Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Senior IT Policy Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20006622 Information Technology Manager 2

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt

Bargaining Unit 14

If FLSA Exempt, exemption type:

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
40	Publishes IT enterprise artifacts; creates or edits for recommendation and approval IT artifacts, including, but not limited to, policies, procedures, standards, guidelines, best practices and position papers. Leads complex initiatives for organizational improvement frameworks in assigned discipline/program; seeks to develop expertise in project management methodologies; becomes expert in risk identification and mitigation.	<p><b>Knowledge of:</b> (1) oral &amp; written communication tools &amp; techniques; (2) customer support &amp; personal service, (3) state &amp; agency policy, procedures &amp; applicable laws*; (4) mathematic principles relative to assigned area in IT; (5) vision, mission &amp; goals of agency* (6) IT principles, methods &amp; practices in assigned specialty area; (7) technical writing &amp; documentation practices; (8) agency network design &amp; infrastructure; (9) cost-benefit analysis methods; (10) technology design.</p> <p><b>Skill for:</b> (11) service orientation; (12) critical thinking, complex problem solving, judgment &amp; decision making; (13) assuring quality; (14) identifying &amp; specifying business requirements &amp; developing &amp; interpreting policy; (15) strategies governing the planning &amp; delivery of IT services.</p> <p><b>Ability to:</b> (16) prepare meaningful, accurate &amp; concise reports; (17) stay abreast of current technologies in area of IT assigned.</p>
20	Works with IT staff, CIO or IT Managers to design solutions that meet the agency's requirements; assists with analysis of the solution design's business case; authors' portions of the solution business case. Provides input and assistance preparing procurement statements, work or capability requirements; provides input into agency budget process.	<p><b>Knowledge of:</b> 1-10 <b>Skill for:</b> 11-15 <b>Ability to:</b> 16-17.</p>

JOB TITLE  
Information Technology Architect/Consultant I

Appl 4-28-10CB

JOB CODE  
69971

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



4/22  
2010

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20	Assists other IT Architect / Consultants, CIO or IT Managers to obtain support for achieving current IT goals and objectives; assists IT staff ensuring communication is easily understood by intended audiences, including nontechnical staff; provides knowledge transfer to employees on regularly maintained or newly enhanced systems.	<b>Knowledge of:</b> 1-10 <b>Skill for:</b> 11-15 <b>Ability to:</b> 16-17.
20	Provides, revises, and/or vets focused research for assigned IT discipline/program team. Seeks to develop advanced leadership skills; continually self-assesses; works to improve leadership capabilities; seeks feedback consistently from IT staff.	<b>Knowledge of:</b> 1-10 <b>Skill for:</b> 11-15 <b>Ability to:</b> 16-17.

*Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.*

JOB TITLE

Information Technology Architect/Consultant I

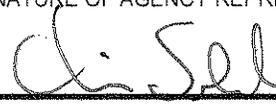
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