100-600U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS501640

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	IGD/IT Policy	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	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Senior IT Policy Analyst	20006622 Information Technology Manager 2

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 36 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: TO:

JOB TITLE Information Technology Architect/Consultant 1

JOB CODE 69971

ADD 0-2940UB

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.	**Knowledge of:** (1) oral & written communication tools & techniques; (2) customer support & personal service, (3) state & agency policy, procedures & applicable laws*; (4) mathematic principles relative to assigned area in IT; (5) vision, mission & goals of agency*' (6) IT principles, methods & practices in assigned specialty area; (7) technical writing & documentation practices; (8) agency network design & infrastructure; (9) cost-benefit analysis methods; (10) technology design. **Skill for:** (11) service orientation; (12) critical thinking, complex problem solving, judgment & decision making; (13) assuring quality; (14) identifying & specifying business requirements & developing & interpreting policy; (15) strategies governing the planning & delivery of IT services. **Ability to:** (16) prepare meaningful, accurate & concise reports; (17) stay abreast of current technologies in area of IT assigned.
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.	**Knowledge of:** 1-10 **Skill for:** 11-15 **Ability to:** 16-17. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	7/28 2010

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POSITION NUMBER 20006623

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AAD 7-29-10

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Position Hyperlinked to ☐ Agency Organizational Tree

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Senior IT Policy Analyst	20006622 Information Technology Manager 2

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 36 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: TO:

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
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.	**Knowledge of:** 1-10 **Skill for:** 11-15 **Ability to:** 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.	**Knowledge of:** 1-10 **Skill for:** 11-15 **Ability to:** 16-17.
		Information Technology Discipline: Enterprise IT Standard & Policy Development: Two years experience creating/editing enterprise IT artifacts, including, but not limited to policies, procedures, standards, guidelines, best practices and position papers.
	Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.	*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	7/28 2010