

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS501710

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
Security & Privacy Office

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006626

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: IT Architect POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

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

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	<p>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> <p><i>Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.</i></p>	<p>Knowledge of (1) project planning; (2) information technology; (3) development, implementation & management of enterprise IT security; (4) development and promulgation of information security policies, procedures and standards for general awareness; (5) agency policies/procedures*.</p> <p>Skill in (6) operation of microcomputers & peripheral equipment; (7) office suite software (e.g., word processing, spread-sheet & database) & browser functionalities.</p> <p>Ability to (8) define problems, collect data, establish facts & draw valid conclusions; (9) create & interpret variety of technical & non-technical instructions, processes, procedures & policies in written & oral form; (10) interpret variety of technical materials in books, journals, manuals & audio visual form; (11) deal with many variables & determine specific action; (12) prepare meaningful, concise & accurate reports; (13) communicate verbally on technical & non-technical matters; (14) originate procedures, instructions & specifications concerning technical requirements of service offerings; (15) cooperate with co-workers & others on group projects.</p> <p>*developed after employment</p>

JOB CODE TITLE
IT Architect/Consultant 1

JOB CODE
69971
APD 1/6/14

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

David A Brown

12/8/13

SPD
12/13/13

POSITION DESCRIPTION

AGENCY/DEPT ID
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	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 1-5. Skill in 6-7. Ability to 8-15.
10	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 1-5. Skill in 6-7. Ability to 8-15.
10	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 1-5. Skill in 6-7. Ability to 8-15.
<p><i>Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.</i></p>		

Requirement: Employee is subject to alternative schedule with periodic adjustments to accommodate travel requirements for customers

SRD
12/13/13

JOB CODE TITLE
IT Architect/Consultant 1

JOB CODE
69971

List Position Numbers & Job Titles of Positions Directly Supervised:

David A. Blum

DATE
12/8/13