

POSITION DESCRIPTION		AGENCY/DEPT ID DAS501570
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE IGD/Statewide IT Policy	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006626	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
				Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION State IT Standards Development Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20077783 Data Systems Administrator	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 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
70	Manages enterprise architecture (EA) & enterprise information technology (IT) standards development projects for State of Ohio: manages development, maintenance & communication of statewide EA & IT standards using accepted EA & project management methodologies; draws upon extensive knowledge & experience in project management, EA, IT policy &/or standards development, IT systems analysis & design, &/or development of applications, databases or infrastructures to manage EA & IT standards projects, program development & project teams; gathers user requirements & meets with stakeholders to develop statewide strategic direction for EA & IT standards; develops & manages project plans; coordinates efforts of the Multi-Agency CIO Advisory Council with regard to standards and EA working groups; facilitates & leads collaborative EA & IT standards development work teams; develops technical reports & makes presentations to senior-level executive management; works with other state management processes & develops enterprise-level management processes to establish mechanisms for EA & IT standards compliance; responds to queries regarding EA & IT standards; administers & develops statewide strategies for research of strategic technologies & prepares formal enterprise-level recommendations; coordinates with & leverages technology research & impact assessment efforts by state agencies; directs & manages staff & contractors involved in EA, IT standards development, IT research, & administrative support activities.	Knowledge of (1) systems analysis, design &/or development in areas of applications, databases or infrastructure; (2) enterprise architecture; (3) information technology; (4) program & project management; (5) business & technical writing standards; (6) technical research practices & resources; (7) public speaking practices & techniques; (8) state government organization & processes*; Skill in (9) operation of personal computer & associated hardware/software (e.g., peripherals, office suite software); (10) developing meaningful, concise & accurate technical reports. Ability to (11) facilitate structured workgroups & lead collaborative development work teams; (12) manage staff & contractors in application development, technical research, technical policy development &/or technical architecture development; (13) prepare formal enterprise-wide recommendations; (14) effectively resolve problems & determine specific actions involving multiple variables in familiar & unfamiliar contexts; (15) define problems, collect data, establish facts & draw valid conclusions; (16) interpret environmental trends, business requirements, & technical & business materials; (17) communicate effectively. *developed after employment

April 4-20-09 CB

JOB CODE 64133	List Position Numbers & Job Titles of Positions Directly Supervised: 20006628 Systems Analyst 2	SIGNATURE OF AGENCY REPRESENTATIVE <i>Chris Subel (ACTING)</i>	DATE 4-17-2009

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	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
20	Develops EA section policies, procedures, standards, & long-range plans; provides counsel & advice to high-level state IT management officials on matters of EA, IT standards & strategic technology; reviews technical approaches for major state initiatives; prepares administrative reports & correspondence; makes recommendations to meet current & forecasted needs; participates in state policy & state strategic direction development efforts affecting electronic IT systems; monitors expenditures; participates in implementing office, division, agency & state policies & procedures.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8*11 Skill in 9, 10 Ability to 11, 12, 13, 14, 15, 16, 17.
10	Performs other duties as required: attends technology conferences & symposia to keep current with state-of-the-art information technology field & to determine benefits to state; represents state at conferences & meetings; authors materials & makes presentations.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8*11 Skill in 9, 10 Ability to 11, 12, 13, 14, 15, 16, 17.
Position is overtime exempt.		<u>Position Specific Minimum Qualifications</u> 24 mos. exp. in managing technical or architectural projects in large-scale IT environment; 24 mos. exp. developing & presenting technical reports; 24 mos. exp. using or developing enterprise-level IT management processes (e.g., development &/or management of enterprise-level CMM, change control process, lifecycle planning or technologies, business continuity planning, IT planning, enterprise architecture, IT policy). *developed after employment

App'd 4-20-09 CB

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	(Empty space for additional information)		