

<b>POSITION DESCRIPTION</b>		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 20006628	<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 IT Architect		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 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><b>Knowledge</b> of (1) project planning; (2) information technology; (3) development, implementation &amp; 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><b>Skill</b> in (6) operation of microcomputers &amp; peripheral equipment; (7) office suite software (e.g., word processing, spread-sheet &amp; database) &amp; browser functionalities.</p> <p><b>Ability</b> to (8) define problems, collect data, establish facts &amp; draw valid conclusions; (9) create &amp; interpret variety of technical &amp; non-technical instructions, processes, procedures &amp; policies in written &amp; oral form; (10) interpret variety of technical materials in books, journals, manuals &amp; audio visual form; (11) deal with many variables &amp; determine specific action; (12) prepare meaningful, concise &amp; accurate reports; (13) communicate verbally on technical &amp; non-technical matters; (14) originate procedures, instructions &amp; specifications concerning technical requirements of service offerings; (15) cooperate with co-workers &amp; others on group projects.</p> <p>*developed after employment</p>

JOB CODE 6997	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>David A Brown</i>	DATE 10/15/12
	APP 10-31-12 URY		

# 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  
20006628

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  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

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: 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>		<p><b>Requirement:</b> Employee is subject to alternative schedule with periodic adjustments to accommodate travel requirements for customers</p>

JOB CODE TITLE  
IT Architect/Consultant

APD 10-312WAY V

JOB CODE  
69971

List Position Numbers & Job Titles of Positions Directly Supervised:

*David R Brown*

DATE  
10/15/12