

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS501510
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE IGD/Deputy Director's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006629	<input checked="" 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 Deputy State CIO for Investment & Governance		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006648 Assistant Director 4													
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Classified <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <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 1											
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am     TO: 5:00 pm															
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>																
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 65%;">Job Duties in Order of Importance</th> <th style="width: 30%;">Knowledge, Skills &amp; Abilities</th> </tr> </thead> <tbody> <tr> <td>50</td> <td>Serves as Deputy State Chief Information Officer (CIO) for Investment &amp; Governance Division responsible for managing technology policy, planning, enterprise project management, procurement &amp; governance personnel: provides support and advice to the State CIO regarding enterprise governance functions including statewide IT Policy, standards, Architecture, Planning &amp; Investment Management; establishes &amp; implements statewide policies &amp; procedures related to strategic &amp; tactical planning, procurement, disposition &amp; use of information technology (IT) in accordance with state law, agency rules, &amp; Governor's initiatives (e.g., workforce, jobs, efficiency, &amp; quality of life); administers &amp; directs statewide IT planning through use of agency clusters; prepares budget for charge-backs (e.g., payroll check off, acquisition fee), General Revenue Fund, &amp; capital funds to support investment &amp; governance role within state; develops, monitors, &amp; employs profit &amp; loss model within federal cost allocation plan guidelines; revises rates as needed; develops rate models for new initiatives responsive to state governance needs.</td> <td>                     Knowledge of (1) computer science (e.g., computer hardware/software applications &amp; industry equipment standards); (2) project management; (3) budgeting; (4) government structure &amp; process*; (5) agency policies &amp; procedures*; (6) supervisory principles &amp; techniques;                      Skill in (7) use of personal computer &amp; associated hardware &amp; software;                      Ability to (8) manage senior staff; (9) evaluate multiple variables &amp; determine specific course of action; (10) communicate technical information orally &amp; in writing to broad audiences; (11) use statistical analysis; (12) foster environment of morale &amp; cooperation.                 </td> </tr> <tr> <td>30</td> <td>Provides technical advice to State Chief Information Officer on IT &amp; information systems in order to provide consultation, systems analysis, design &amp; support to both internal &amp; external stakeholders: provides executive assistance to Office Information Technology (OIT) staff in areas relative to IT; assists in development, formulation, &amp; implementation of agency goals, programs, policies &amp; procedures; represents State CIO in areas involving IT; leverages information provided by Enterprise Project Management Office to advise State CIO on status of significant IT contracts, vendor management, &amp; unmitigated risks.</td> <td>                     Knowledge of 1, 2, 3, 4*, 5*                      Skill in 7                      Ability to 8, 9, 10, 11, 12                 </td> </tr> <tr> <td>20</td> <td>Coordinates statewide program of IT by establishing &amp; maintaining liaisons with public agencies: represents OIT in areas of IT (e.g., attends conferences, gives testimony; provides information to acquaint stakeholders with services provided by OIT.  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JOB CODE TITLE Deputy Director 6		List Position Numbers and Class Titles of Positions Directly Supervised: 20006653 Exec Secy 1     20006588 IT Consultant 3 20077783 Data Sys Admin     20006618 Data Sys Admin 20006640 Data Sys Admin														
JOB CODE 61316		SIGNATURE OF AGENCY REPRESENTATIVE 		DATE 2/2/10												

Appd 2-4-10 CB