

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
Enterprise Project Management Office

POSITION NUMBER
20006631 (60408.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
IT Consultant 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20075464 Data Systems Administrator

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

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

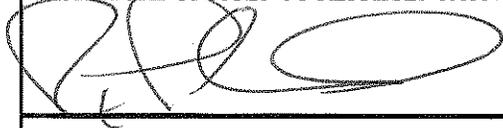
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	<p>Consults with & provides technical advice & direction to state agency information technology (IT) project management (PM) staff relating to management of IT projects & serves as conduit for communications & understanding between project personnel who carry out statewide initiatives & senior executives making strategic decisions: assesses project & resource needs; develops & implements project management standards, policies, guidelines & procedures; organizes, directs & reviews deliverables (e.g., process guidance, white papers, PM tools)</p>	<p>Knowledge of (1) IT strategic planning; (2) all phases of project lifecycle; (3) business administration; (4) information technology; (5) IT project & program management; Skill in (6) operation of personal computer & associated hardware/software (e.g. database, spreadsheet, word processing, graphics); Ability to (7) lead organizational or business process improvement; (8) communicate effectively in writing & verbally; (9) maintain productive, professional business relationships; (10) collaborate with a variety of individuals to achieve common objectives; (11) define problems, collect data, establish facts & draw valid conclusions; (12) deal with many variables & determine specific actions (13) attain & maintain mission sponsorship & buy-in; (14) perform as a catalyst for positive change & strategic growth within the organization; (15) prepare meaningful, concise & accurate reports to facilitate decision making.</p>
30	<p>Through participation in the planning process, Communities of Interest engagement & other means, assists in identifying, selecting, & prioritizing projects that support statewide strategy by providing data, inputs, analysis & facilitation assistance: establishes process & policy, then conducts project review & analysis to assess & communicate project performance/risk & determine impacts to budgets, schedules & resources; oversees development, maintenance & update of PM tools; promotes use of PM tools for OIT & agency utilization in project performance analysis & reporting,</p>	<p>Knowledge of 1, 2, 5, (16) project management standards & practices (e.g., Project: Time, Cost, Quality, Human Resource, Integration, Procurement, Communication & Risk Management); Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 15</p>

JOB CODE TITLE
Information Technology Consultant 3

List Position Numbers and Class Titles of Positions Directly Supervised:

20071612 (60414.0) Intern

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

12/14/07

JOB CODE
64163

Apr 1 - 4-08 CB

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40	<p>Creates & maintains a uniform & scalable approach to project management & serves as change agent for adoption of & continuous improvement of PM methodology; leads the development of PM standards, policies, guidelines & procedures; 'owns' organizational improvement via the PM methodology by establishing process, monitoring usage, delivering training & evaluating effectiveness of the methodology through benchmarking & improvement measurement; understands & assimilates best practice PM standards & methodology into the culture; oversees integration with existing methodology & processes, (e.g., system engineering or software development methodologies); supports agencies by providing PM competency building leadership in training, mentoring & PM consulting; oversees development, maintenance & update, & promotes use of PM process & competency enhancement tools for agency utilization.</p>	<p>Knowledge of 2, 5, 16, (17) competency development strategies (e.g., coaching, mentoring & consulting, training); Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14, (18) manage organizational & process change; (19) establish project management methodology & guide methodology application.</p> <p>Knowledge of 1, 3, 4, (20) supervisory principles & techniques Skill 6 Ability to 8, 9, 10, 11, 12</p>

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