

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
Enterprise Planning & Project Management

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Systems Analyst 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006618 Data Systems Administrator

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	As directed by the Information Technology Planning lead of the DAS/ITGD Office of IT Planning, leads a team of lower-level systems analysts (i.e. provides work direction and training) and participates in the development, analysis, evaluation, and monitoring of Statewide Information Technology plans (content and trends) and in the development of policies relating to information technology planning, procurement and use in state government. Reviews agency information technology plans for technical feasibility and consistency with statewide policies and strategic direction. Analyzes and manages projects and systems related to information technology planning and reporting.	Knowledge of (1) computer science or related field; (2) computer and /or network hardware, software, operating systems, and procedures; (3) high-level language computer programming, computer systems analysis and design. Skill in (4) the operation of microcomputers and peripheral equipment. Ability to (5) define problems, collect data, establish facts and draw valid conclusions; (6) interpret a variety of instructions in written or oral form; (7) interpret variety of technical material in books, journals, manuals and audiovisual form; (8) deal with many variables and determine specific actions; (9) originate instructions and specifications concerning proper use of computer hardware and software; (10) prepare meaningful, concise and accurate reports; and (11) communicate verbally on technical and non-technical matters.
30	Plans, coordinates and participates in IT plan review meetings and training programs with various state agencies. Documents findings and conclusions and prepares reports. Responds to questions regarding IT planning process. Prepares and makes presentations regarding IT planning. Establishes and maintains customer contacts; serves as liaison with state representatives; attends job-related seminars and classes.	Knowledge of: 1, 2, 3 Skill in: 4 Ability to: 5, 6, 7, 8, 9, 10, 11

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



12/14/07

POSITION CONTROL NUMBER
20006634 (60422.0)

CLASS TITLE
Systems Analyst 3

CLASS NUMBER
64123

upd 1-4-08UB