

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
Enterprise Planning Management Office

POSITION CONTROL NUMBER
20006635 (60430.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Enterprise Technology Initiatives Analyst

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.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	Serves as lead consultant to senior management on overall analysis, planning & direction for information technology (IT) Statewide Initiatives; provides assistance, guidance & recommendations regarding development of statewide initiative business cases; participates in Office of Information Technology (OIT) planning, analysis & review & makes recommendations for areas of alignment & collaboration among statewide initiatives; facilitates OIT, agency & statewide initiative interaction; provides guidance, support & recommendations for statewide initiative alignment with statewide IT strategic plan; develops & implements policies & procedures.	Knowledge of (1) IT Strategic Planning; (2) information systems; (3) project management; (4) capacity planning techniques; (5) systems analysis & design. Skill in (6) operation of personal computer & associated hardware/software. Ability to (7) define problems, collect data, establish facts & draw valid conclusions; (8) manage multiple projects/tasks within tight deadlines; (9) analyze project & resource needs; (10) prepare, present & facilitate presentations using appropriate visual aids; (11) communicate effectively in writing & verbally; (12) develop business cases
30	Promotes growth & leadership within state agencies to realize IT value, delivery & resource utilization success; develops & maintains executive summary & supporting information relevant to collaboration, synergy & investment of IT activities with regard to statewide initiatives; maintains productive, professional business relationships with leaders within OIT, & with leaders in Communities of Interest agencies; manages multiple projects/tasks within tight deadlines.	Knowledge of 1, 2, 3, 4, 5 Skill in 6 Ability to 7, 8, 9, 10, 11, 12, (13) develop & maintain professional business relationships.
30	Participates on Enterprise Planning team to support focus on common objectives of realizing effective OIT investment & cost management of IT shared opportunities for State of Ohio: develops & utilizes financial analysis of IT initiatives to prepare & deliver IT Plan analysis report by agency for completeness, consistency & general competency of plans related to statewide initiatives; prepares & delivers IT Plan financial reports (e.g., investment management summary report, cost management summary report) for each statewide initiative; analyzes IT project aggregates to achieve investment & cost management objectives; prepares reports showing impact of project aggregates; prepares, presents &/or facilitates presentations on impact of project aggregates; performs other related duties as required.	Knowledge 1, 2, 3, 4, 5 Skill in 6, (14) developing financial analysis of IT initiatives; Ability to 7, 8, 9, (15) analyze project & resource; (16) prepare meaningful, concise & accurate reports; (16) cooperate with team members to accomplish common objectives.

Position is in unclassified service per Section 124.11(A)(9) of Ohio Revised Code & is overtime exempt.

CLASS TITLE
Information Technology Consultant 3

CLASS NUMBER
64163

List Position Numbers and Class Titles of Positions Directly Supervised:

- 20006636 IT Consultant 3
- 20006637 IT Consultant 3
- 20006638 IT Consultant 3
- 20071615 College Intern

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

1/24/07

64163-4-08-CB