100-600U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS501610

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology/IGD	Enterprise Planning Management Office	Franklin

POSITION NUMBER 20006636

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Enterprise IT Planning Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006612 Computer Acquisition Analyst Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent

☐ Classified ☒ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

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PR 17
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB CODE TITLE: Information Technology Consultant 3

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Serves as consultant to senior management on overall direction & analysis of defined Communities of Interest (e.g., Business & Industry, Education, Industry & Commerce, Health & Human Services, Public Safety & Criminal Justice, Financial/Administration) comprised of agencies with common marketplace affinity: analyzes, reviews & makes recommendations on information technology (IT) collaboration among state agencies; analyzes IT affinity, platform & competency/maturity across state agencies; analyzes, reviews & maintains IT investment, cost & resource management information across state agencies; defines, makes recommendations & guides I competency/maturity models for state agencies; assists with development of statewide IT strategic plan; provides guidance, support & makes recommendations for agency IT Plan strategic alignment with statewide IT strategic plan; assists with development of Office of Information Technology (OIT) & agency performance metrics; reviews, analyzes, tracks & recommends compliance & improvement toward IT performance goals for agencies & OIT; analyzes, reviews & makes recommendations in response to requests to & from OIT Investment Advisory Council & Multi-Agency Chief Information Officer Advisory Council.	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; (7) financial analysis. Ability to (8) maintains productive, professional business relationships; (9) manage multiple projects/tasks within tight deadlines; (10) analyze project & resource needs; (11) communicate effectively in writing & verbally.
30	Monitors compliance of OIT partner participation: creates criteria, frameworks & processes to identify technology & IT management services in which agencies are required to participate in Community of Interest; investigates, develops ^ implements processes & tools to assess & report ongoing usage & function of technology & IT management services in which agencies are required to participate; creates or modifies processes for sharing information regarding "required participation" activities & projects with State Auditor, Office of Budget & Management & other OIT partners; prepares reports showing impact of project aggregates; prepares, presents &/or facilitates presentations on impact of project aggregates; performs other related duties as required.	Knowledge of 1, 2, 3, 4, 5. Skill in 6, 7. Ability to 8, 9, 10, 11; (12) develop business cases; (13) analyze project & resource; (14) prepare meaningful, concise & accurate reports; (15) develop financial analysis of IT Initiatives; (16) cooperate with team members to accomplish common objectives.

JOB CODE 64163

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 5/20/14