100-600U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS501610

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	IGD/Investment & Planning Mgmt.	Franklin

POSITION NUMBER 2006636

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Enterprise Planning Manager	20006631 Information Technology Consultant 3

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 17 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: TO:

JOB CODE TITLE Information Technology Consultant 3

JOB CODE 64163

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.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	11/4 2011