

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Office of Information Technology
	DIVISION OR INSTITUTION Investment & Governance
	UNIT OR OFFICE Enterprise Planning Management Office

POSITION NUMBER 20006637 (60434.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Enterprise IT Planning Analyst	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006635 (60430.0) Information Technology Consultant 3
	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	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 IT 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 & 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 Information Technology-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) maintain 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.
Position is in unclassified service per Section 124.11(A)(9) of Ohio Revised Code & is overtime exempt.		

JOB CODE 64163	List Position Numbers and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
			3-6-06

Apd 3-7-06 CB