

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of information Technology

DIVISION OR INSTITUTION  
Investment & Governance

UNIT OR OFFICE  
Enterprise Planning Management Office

POSITION NUMBER  
20006638 (60436.0)

State Agency     County Agency     New Position     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.

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	<p>Serves as consultant to senior management on overall direction &amp; analysis of defined Communities of Interest (e.g., Business &amp; Industry, Education, Industry &amp; Commerce, Health &amp; Human Services, Public Safety &amp; Criminal Justice, Financial/Administration) comprised of agencies with common marketplace affinity: analyzes, reviews &amp; makes recommendations on information technology (IT) collaboration among state agencies; analyzes IT affinity, platform, &amp; competency/maturity across state agencies; analyzes, reviews &amp; maintains IT investment, cost, &amp; resource management information across state agencies; defines, makes recommendations &amp; guides IT competency/maturity models for state agencies; assists with development of statewide IT strategic plan; provides guidance, support &amp; makes recommendations for agency IT Plan strategic alignment with statewide IT strategic plan; assists with development of Office of Information Technology &amp; agency performance metrics; reviews, analyzes, tracks &amp; recommends compliance &amp; improvement toward IT performance goals for agencies &amp; OIT; analyzes, reviews &amp; makes recommendations in response to requests to &amp; from OIT Information Technology-Investment Advisory Council &amp; Multi-Agency Chief Information Officer Advisory Council.</p>	<p>Knowledge of (1) IT Strategic Planning; (2) information systems; (3) project management; (4) capacity planning techniques; (5) systems analysis &amp; design; Skill in (6) operation of personal computer &amp; 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 &amp; resource needs; (11) communicate effectively in writing &amp; verbally.</p>
30	<p>Monitors compliance of OIT partner participation: creates criteria, frameworks &amp; processes to identify technology &amp; IT management services in which agencies are required to participate in Community of Interest; investigates, develops &amp; implements processes &amp; tools to assess &amp; report ongoing usage &amp; function of technology &amp; IT management services in which agencies are required to participate; creates or modifies processes for sharing information regarding "required participation" activities &amp; projects with State Auditor, Office of Budget &amp; Management &amp; other OIT partners; prepares reports showing impact of project aggregates; prepares, presents &amp;/or facilitates presentations on impact of project aggregates; performs other related duties as required.</p> <p>Position is in unclassified service per Section 124.11(A)(9) of Ohio Revised Code &amp; is overtime exempt.</p>	<p>Knowledge of 1, 2, 3, 4, 5 Skill in 6, 7 Ability to 8, 9, 10, 11, (12) develop business cases; (13) analyze project &amp; resource; (14 ) prepare meaningful, concise &amp; accurate reports; (15 ) develop financial analysis of IT Initiatives; (16 ) cooperate with team members to accomplish common objectives.</p>

JOB CODE TITLE  
Information Technology Consultant 3

Opd 5-4-06 CB

JOB CODE  
64163

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



3-8-06