

POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY	UNIT OR OFFICE IT Strategic Investment Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006640	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION IT Investment Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Product Development Prepares reports and develops briefs to support discussion and tasks involved in the strategic planning process; writes and edits research papers and reports on a variety of information technology trends, issues, and practices; develops content, employing proper grammar, organization, logic, and style to clearly articulate and communicate information to a diverse audience; assists in the establishment of performance metrics to support current programs and planned technology initiatives; provide information, guidance and support across state agencies for IT strategic planning process and tools; analyzes and reviews state agencies IT investment plan information, cost and resource management ensuring alignment with statewide IT strategic plan and direction, and opportunities for collaboration and consolidation of IT applications, contracts & services.	Knowledge of (1) trends and direction of emerging technologies, best practices regarding their use, and their potential application and value; Skill in (2) IT strategy development and planning, and designing strategic IT plans for a large organization; (3) project management, facilitation, and/or consulting and advising; (4) developing and delivering verbal and written communications to audiences of varying technical levels, and at various levels within an organization, in groups and individual settings; (5) advanced analysis techniques and the ability to synthesize complex or diverse information, collect and research data, use intuition and experience to interpret and recommend actions based on results of data analysis; (6) use of a variety of tools for preparing reports, streamlining business processes, and for explaining and documenting project plans and processes; Skill in (7) operating a personal computer including the use of Outlook, Excel, Word and other office productivity software; (8) working collaboratively with teams, exercising excellent interpersonal skills with internal and external customers, agency representatives, technical teams, vendors, and other stakeholders; (9) listening and understanding internal and external customer needs; (10) working collaboratively to seek reasonable solutions for solving problems; (11) facilitating group discussions, resolving conflicts, and managing outcomes.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Beth Cairis</i>	DATE 2/20/15
--	---	-----------------

JOB CODE TITLE
 Information Technology Consultant 3
 JOB CODE
 64163
 APR 4-3-15 UAS

POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY	UNIT OR OFFICE IT Strategic Investment Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006640 JOB CODE TITLE Information Technology Consultant 3 JOB CODE 64163 APP 4-3-15 ADM 4107 R 10-08	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION IT Investment Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 17 Page 2 of 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
35	Customer Engagement Establishes and maintains strong relationships with state agency customers and key stakeholders to identify and understand their needs and seek to address core and common business needs through enterprise technology solutions; works independently and facilitates the work of cross-functional work teams to design, develop, implement, and maintain work products and deliverables that support enterprise strategy planning and management; develops presentation materials and delivers briefings to agency practitioners and executive management on the business and technical considerations for planning, implementing, and managing outcomes of statewide technology initiatives.	Ability to (12) identify technology and/or business opportunities and gaps and recommend technology or business strategies to address those problems; (13) research and document salient information regarding IT strategic plans, IT investment plans, business cases, and project plans; (14) identify technology and/or business opportunities and gaps and recommend technology or business strategies to address those problems; (15) effectively communicate with people of diverse backgrounds; (16) understand, follow and communicate brief oral and/or written instructions; (17) exercise courtesy, tact and diplomacy in all communications; (18) work independently and as part of a team, and to support and contribute to a cohesive team environment; (19) work under pressure and challenging schedules to complete assigned tasks; (20) comply with all agency policies and applicable laws; (21) comply with all applicable safety rules, regulations and standards Knowledge of 1 Skill in 2, 3, 4, 8, 9, 10, 11 Ability to 15, 16, 17, 18, 19, 20, 21		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Beth Gerwin</i>	DATE 2/20/15	

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS500000

DIVISION OR INSTITUTION
OFFICE OF INFORMATION TECHNOLOGY

UNIT OR OFFICE
IT Strategic Investment Management

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006640

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
IT Investment Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22
PR 17
Page 3 of 3

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	<p>Performance Management Participates in the development of a technology roadmap that aligns IT strategic initiatives with the business needs of the state; assists OIT's management team in developing strategies to achieve enterprise goals, prioritizing technology initiatives, and setting timetables for the evaluation, development, and deployment of services; monitors and explores industry and technology trends, emerging technologies, and innovative solutions to assess applicability and viability for Ohio state government; conducts analyses to identify statewide and program strengths and weaknesses, and opportunities for innovation and growth; applies critical thinking and problem-solving techniques to analyze and interpret available data and research, and formulates possible solutions that inform decision-making; researches best practices on the use and management of information technology.</p>	<p>Knowledge of 1 Skill in 2, 3, 5, 6, 7, 8, 10, 11 Ability to 12, 13, 14, 15, 16, 17, 18, 19, 20, 21</p>
15	<p>OIT Support/Administrative Leads or participates in cross-functional teams within the Enterprise IT Planning and Communications Delivery section, and across OIT business units, on enterprise IT initiatives, policies, principles, standards, guidelines, and procedures; actively engages as a contributing and supporting member of the OIT enterprise planning team and represents OIT in a unified manner within the division and across agencies; champions OIT's transformational initiatives and improvements for all customers and is committed to organizational success within OIT; creates and adheres to project schedules by developing project plans, estimating time requirements, establishing deadlines, monitoring milestone completion, tracking all phases of the project lifecycle, conducting regular project meetings, and reporting progress.</p>	<p>Knowledge of 1 Skill in 3, 4, 8, 9, 10, 11 Ability to 14, 15, 16, 17, 18, 19, 20, 21</p>

JOB CODE TITLE
Information Technology Consultant 3

JOB CODE
64163
ADD 4-3-15 UN

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Mary Beth Jarvis

2/20/15

542 2/25/15