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| POSITION DESCRIPTION | | AGENCY/DEPT ID Administrative Services DAS501230 |
| DIVISION OR INSTITUTION Office of Information Technology | UNIT OR OFFICE IGD/Digital Government Administration | COUNTY OF EMPLOYMENT Franklin |

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| POSITION NUMBER 20006663 | <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 College Intern | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006660 Information Technology Consultant 3 | |
| | <input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent | <input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified | Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type: | Bargaining Unit 22 PR N/A Page 1 of 1 |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. (Schedule is flexible depending on interns school schedule.) | | | |
| | JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | |
| | % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | |
| | 85 | Under direction from Office of Information Technology (OIT), Digital Ohio, information technology personnel to: contribute to the success of Digital Government initiatives (including projects that support and enhance Ohio.gov, the Ohio Business Gateway and other enterprise-level systems); conducting research and analysis; preparing documents using Microsoft Office desktop software (e.g., Word, Excel, PowerPoint); making project recommendations; interacting with project stakeholders; keeping up-to-date on government IT trends and making recommendations to the strategic planning process. | Knowledge of (1) information technology, public policy or related field; Skill in (2) operation of a personal computer & associated software (e.g., MS Word, Excel, PowerPoint); (3) research and analysis; Ability to (4) define problems, collect data, establish facts, and draw valid conclusions; (5) carry out a variety of instructions in written or oral form; (6) interpret variety of technical material in books, manuals & audiovisual form; (7) deal with many variables & determine specific action; (8) communicate verbally on technical & non-technical matters. | |
| | 15 | Perform variety of related clerical & information technology tasks as required (e.g., assists in compiling information for reports, performs follow-up calls when necessary, etc.). | Knowledge of 1. Skill in 2, 3. Ability to 4, 5, 6, 7, 8. | |
| | | Position is unclassified per Section 124.11(A)(12) of Ohio Revised Code. | Major Area(s) of Study: Public Policy, Political Science, Computer Science, Public Management, Business Administration, IT Business or Engineering. | |
| | List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |

JOB CODE 99940
 JOB TITLE College Intern
 11-1-11 WES