

<h1>POSITION DESCRIPTION</h1>	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Office of Information Technology
		DIVISION OR INSTITUTION Investment & Governance Division
		UNIT OR OFFICE Enterprise Project Management Office

POSITION NUMBER 20071612 (60414.0)	<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 College Intern	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006631 (60408.0) Information Technology Consultant 3		
	NORMAL WORKING HOURS (Explain unusual or rotating shift) Various up to 39/hrs per week depending on schedule			Page 1 of 1
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
	50	Assists Enterprise Project Management Office (EPMO) team with support of the application & project portfolio management inventory; edits & uploads application & project inventories into the Portfolio Management (PM) tool*; edits & uploads projected budgeted costs, application & project assessments, & core business driver alignment schemas; creates user accounts; assists with training sessions for agency users; assists with development of planning & workshop materials; responds to customer inquiries regarding training & use of PM tool.	Knowledge of (1) report development & generation; (2) information technology or related field; (3) computer &/or network hardware, software, operating systems & procedures; (4) computer systems analysis & design; (5) project management. Skill in (6) operation of personal computer & associated hardware (7) use of various software applications (e.g., MS Office Suite, Access, SQL, Visio, Visual Basic, HTML, Photoshop, Publisher); Ability to (8) define problems, collect data, establish facts & draw valid conclusions; (9) interpret variety of instructions in written or oral form; (10) interpret variety of technical material in books, manuals & audiovisual form; (11) deal with many variables & determine specific actions; (12) communicate verbally & in writing on technical & non-technical matters.	
	50	Performs various clerical & administrative tasks: develops reports to facilitate Statewide Application Inventory processes; creates inventory analysis reports; creates & maintains EPMO databases; assists with project planning activities; uses MS Project Server* for project schedule updates & report generation.	Knowledge of 1, 2, 3, 4, 5 Skill in 6, 7 Ability to 8, 9, 10, 11, 12 <u>Major Area of Study</u> Information Technology or Computer Science	
		Position is in unclassified service per 124.11(A)(12) of Ohio Revised Code.	*developed after employment	
JOB CODE 99940	List Position Numbers and Class Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 2-22-07	

App 2-22-07 CB