

POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Office of the Chief Information Officer	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073334 JOB CODE TITLE Policy Staff ADM 6/2/14 NES JOB CODE 99585	<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 Legislative Liaison Officer		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 checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR 00 Page 1 of 2
	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		
50	<p>On behalf of the Office of Information Technology (OIT) Chief Information Officer (CIO) of the Department of Administrative Services (DAS), serves as State's 911 Administrator; work with the Emergency Services Internet Protocol Steering Committee to assure that local, regional and state-level system functions are coordinated, mutually supportive, comprehensive in scope, and efficient in operation; coordinate with the Department of Taxation to administer the Wireless 9-1-1 Administrative and Next Generation 9-1-1 funds at the direction of the Steering Committee; responsible for coordinating the development and implementation of the state 9-1-1 plan; provide a single point of accountability for statewide 9-1-1 issues related to the plan; coordinate 9-1-1 implementation activities statewide; provide a clearing house for information about state, local and national 9-1-1 issues; gather and disseminate information on how the plan's initiatives are progressing; serves as a liaison between local, regional, State and Federal 9-1-1 stakeholders; and develop detailed descriptions of the technical and operational standards and design criteria for 9-1-1 systems. The Administrator will present reports, speeches, and seminars to wide range of federal, state, and local agencies (including meetings of the National Emergency Number Association (NENA) and the National Association of State 9-1-1 Administrators (NASNA)), respond to inquiries and complaints, both orally and in writing for information concerning 9-1-1 issues.</p>	<p>Knowledge of (1) Business administration; (2) agency & state government policies & procedures*; (3) operations research techniques; (4) public relations; (5) English composition & grammar; (6) effective interviewing techniques.</p> <p>Skill in (7) operation of personal computer & associated hardware/software (e.g., MS Word & Excel).</p> <p>Ability to (8) deal with many variables & determine specific course of action; (9) use proper research methods in gathering data; (10) gather, collate & classify information about data, people or things; (11) draft & edit administrative policies, procedures, informational booklets & directives; (12) communicate effectively.</p> <p style="text-align: right;">*developed after employment</p>		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
			6/2/14	

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	<p>Responsible for working with the ESINet Steering Committee to support the administration of Ohio Revised Code Chapter 128 - Emergency Telephone Number System, the Administrator will:</p> <ul style="list-style-type: none"> • Serve as the next-generation 9-1-1 statewide coordinator as well as the primary point of contact for related federal initiatives. • Develop, approve, and implement statewide policies, procedures and programs related to next-generation 9-1-1 systems. • Ensure compliance with state and federal law related to next-generation 9-1-1 systems; develops and ensures compliance with administrative rules related to emergency response and preparedness and next-generation 9-1-1 systems; • Review & recommend legislation; • Represent the Statewide Emergency Services Internet Protocol Network Steering Committee at local, state, federal and association meetings and hearings • Develop policies for the governance and funding of a statewide emergency services internet protocol network. • Provide recommendations on Best Practices to limit duplicative efforts to ensure an effective transition to next-generation 9-1-1 • Provide recommendations on the consolidation of public-safety-answering-point operations in this state • Accommodate next-generation 9-1-1 technology to facilitate a more efficient and effective emergency services system; • Develop policies, procedures, and statutory or regulatory authority to effectively govern a statewide emergency services internet protocol network; • Coordinate with statewide initiatives and associations such as the state interoperable executive committee, the Ohio Geographically Referenced Information Program Council, the Ohio Multi-Agency Radio Communications System Steering Committee, and other interested parties; • Support activities of the ESINet technical-standards subcommittee and a public-safety-answering-point-operations subcommittee, and; • Perform other duties as assigned. <p><small>This position is in unclassified service per section 124.11(A)(9) of Ohio Revised Code, and is overtime exempt.</small></p>	<p>Knowledge of 1, 2*, 3, 4, 5, 6 Skill in 7 Ability to 8, 9, 10, 11, 12</p> <p align="right">*developed after employment</p>

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