

<h1 style="margin:0;">POSITION DESCRIPTION</h1>	<h2 style="margin:0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2>	AGENCY Office of Information Technology
		DIVISION OR INSTITUTION Director's Office
		UNIT OR OFFICE IT Privacy & Security Office

POSITION NUMBER 20074261	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change		County of Employment Franklin
	USUAL WORKING TITLE OF POSITION College Intern	POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR 20006650 Deputy Director 3	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) Variable depending on school schedule		
	JOB DESCRIPTION & WORKER CHARACTERISTICS		
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
	70	Assists Chief Privacy Officer & Risk Management Services program staff with various projects: conducts research; compiles data; assists with organization of office research; develops PowerPoint* presentations for unit meetings; researches & writes white papers covering information technology (IT) law, privacy & security issues & various facets of IT as requested.	Knowledge of (1) privacy & security issues*; (2) information technology or related field; Skill in (3) operation of microcomputers & peripheral equipment; (4) use of Office Suite software (e.g., MS Office, PowerPoint*); Ability to (5) define problems, collect data, establish facts & draw valid conclusions; (6) interpret a variety of instructions in written or oral form; (7) deal with many variables & determine specific actions; (8) organize information from a variety of sources into clear, concise, accurate & meaningful summaries; (9) communicate orally & in writing on technical & non-technical matters; (10) use proper research methods in gathering data.
	30	Performs other related duties as needed: convenes meetings, takes meeting notes, assists with meeting registrations & attendance; performs variety of related clerical tasks (e.g., filing, copying, preparing correspondence).	Knowledge of: 1, 2 Skill in: 3, 4 Ability to: 5, 6, 7, 8, 9, 10, 11 Preferred major area of study: Public Administration, Business Administration, or Pre-Law, Law with Information Technology focus.
		Position is in unclassified service per Section 124.11(A)(12) of Ohio Revised Code.	* developed after employment
JOB CODE 99940	List Position Numbers & Class Titles of positions directly supervised:		SIGNATURE OF AGENCY REPRESENTATIVE
			DATE 9/24/07

App'd 10-9-07 CB