

POSITION DESCRIPTION		AGENCY/DEPT ID DAS501620
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE IT Investment Management Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20075317	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Planning Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006618 Data Systems Administrator
	<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 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Provides advice & guidance to senior management (i.e., senior staff & program administrators) in Department of Administrative Services (DAS) on overall analysis, planning & direction for information technology (IT) investment management: researches & analyzes best practices & useful trends regarding IT initiatives undertaken by federal/state/local government entities & private industry to determine how these may be utilized in DAS to promote efficiency & cost savings; develops & implements a five-year IT investment plan for Office of Information Technology (OIT); reviews & updates plan annually to maintain an ongoing plan; analyzes future trends to advise senior management of areas where consolidation of systems, projects, &/or purchases may benefit the entire agency; develops & implements workshops to facilitate a shared vision in IT planning & investment; provides a planning template to aid senior management in determining where & how to invest in technology as a business problem solution; creates/writes material & presents the rationale, methods & templates for strategic IT planning to senior management; develops & maintains a tool to accurately track ongoing initiatives & technology investments; assists business owners in planning, budgeting, implementing & evaluating investment activities; prepares & presents reports on initiatives; serves as facilitator or liaison with senior management & IT staff.	Knowledge of (1) all areas of information technology (e.g., desktop support, network/servers, business continuity, IT security, telecommunications, databases); (2) IT strategic planning; (3) business process analysis; (4) IT investment management; (5) capacity planning; (6) project management; Skill in (7) operation of personal computer & associated hardware/software; Ability to (8) maintain productive professional business relationships; (9) manage multiple projects or tasks within tight deadlines; (10) communicate effectively in writing & orally; (11) determine business problem solutions; (12) prepare meaningful, concise & accurate reports.
30	Establishes a Business Case Development Process to assist senior management in planning IT initiatives: reviews & documents current services/applications/strategic alignments; establishes a business case for each current service/application; researches new services/applications for future acquisition & implementation; analyzes & monitors funding/budgets to prioritize initiatives for future years & perform risk & cost benefit analysis; tracks expenditures & builds "what if" scenarios that would prioritize investments & make them fit both the business requirements & amount of money allocated for achieving them; creates accurate budgeting scenarios to advise senior management of their investment opportunities & risks/benefits of moving in a given direction.	Knowledge of 1, 2, 3, 4, 5, 6, (13) budgeting; (14) risk & cost benefit analysis; (15) business case development; Skill in 7 Ability to 8, 9, 10, 11, 12

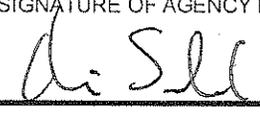
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JOB CODE 64163	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/1 2010

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JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Develops performance metrics to address how well the planning process is performing for business owners: researches benefits being gained from using various planning methods and where shortfalls occur; looks at areas where improvement may be needed; compares Ohio performance against other entities track records in improving service & lowering costs; determines indicators that may be used to predict successes when other entities undertake a similar initiative; creates a list of performance metrics, teaches others how to use them & tracks success or weaknesses statewide; creates & maintains a template & toolkit (e.g., common dictionary of terms, common set of questions to address) which business owners can use to prepare their own strategic plans; maintains status reports on services & applications used by agencies.	Knowledge of 1, 2, 3, 4, 5, 6, Skill in 7 Ability to 8, 9, 10, 11, 12
5	Performs other related duties as required: attends meetings & conferences;	
Position is in unclassified service per 124.11(A)(9) of Ohio Revised Code.		

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Apr 4-8-10 CAP

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