

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Unified Network - Network Operations

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Information Technology Consultant 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006416 Network Administration Manager

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24X7

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Duties in Order of Importance	Minimum Acceptable Characteristic
35	Under general supervision of Infrastructure Services Division (ISD), Network Security Group Manager, provides technical advice & guidance to information technology personnel at middle & top management levels regarding implementation of TCP/IP in secured network architecture (e.g., firewalls, user authorization systems, virtual private networks, intrusion detection systems, high availability systems & load balancers): utilizes knowledge of TCP/IP (Network and/or Port Address Translation), network hardware designs, computer hardware systems, hardware & software requirements, and systems analysis & design to provide input into agency's long-range plan for implementation of network security & other technical issues; responds to network issues 24 hours/day, 7 days/week which requires standby, overtime or call back; may be required to carry cell phone or wear pager.	Knowledge of (1) network & host security concepts & products (e.g., firewalls, user authorization systems, virtual private networks, intrusion detection systems, high availability systems & load balancers); (2) computer science (e.g., network hardware designs, computer hardware systems, hardware/software requirements, systems analysis & design); (3) TCP/IP technology to resolve complex networking issues Skill in (4) operation of computer terminals & peripherals; Ability to (5) interpret variety of technical computer manuals & documentation; (6) communicate verbally on technical matters; (7) define problems, collect data, establish facts & draw logical conclusions, (8) cooperate with co-workers on group projects; (9) respond to network issues on 24X7 basis; (10) carry cell phone or wear pager.
40	Works with customer agencies in determining network & host security requirements (e.g., firewalls, authentication systems, virtual private networks, intrusion detection systems) in regard to secured server services environment: acts as second line of technical support for ISD/Network Security Group support line, evaluating the most complex network security systems problems presented by customer agencies; researches & recommends direction of TCP/IP functions such as network high availability products; reviews & researches current technologies related to job responsibilities; coordinates various projects with internal units & customer agencies; provides status reports to management on regular basis detailing those efforts.	Knowledge of 1, 2, 3 (11) software installation & maintenance procedures; (12) middleware products (e.g., Host on Demand); (13) functions & capabilities of software systems; Skill in 3 Ability to 4, 5, 6, 7, 8, 9.

POSITION NUMBER
20075567

JOB CODE TITLE
Information Technology Consultant 2

UPD 5-20-08 CB

JOB CODE
64162

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

5/8/08

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%	Duties in Order of Importance	Minimum Acceptable Characteristic
15	Analyzes, designs, implements & maintains complex network security & computer systems for Office of Information Technology & customer agencies: responsible for installation, configuration, maintenance & support of wide variety of network security/accessibility applications (e.g., firewall, intrusion detection, user authentication, virtual private networks, virus protection & security reporting systems) which run on multiple operating systems (e.g., UNIX, NT/2000 & OS/390); independently writes & maintains various scripts & programs in supporting applications.	Knowledge of 1, 3, 9, 11, 12 Skill in 3 Ability to 4, 5, 6, 7, 9.
10	Performs other related duties as assigned: represents agency in meetings with customer agencies; attends seminars & conferences to stay abreast of industry trends & directions; prepares reports & presentations to assisting agencies in resolving information technology challenges.	Knowledge of 1, 2, 3, 9, 11, 12 Skill in 3 Ability to 4, 5, 6, 7, 8.
Must submit to & pass personal background check & works as essential employee.		<u>Position Specific Minimum Qualifications</u> 36 mos. exp. or. trg. using TCP/IP in a network security area; 36 mos. exp. working with firewalls, user authentication systems, virtual private networks &/or intrusion detection systems.

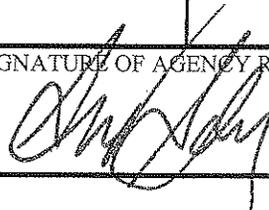
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