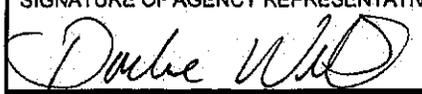
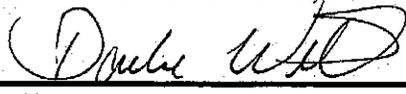


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS510120
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OAKS/Project Management Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 2 0075570  JOB CODE TITLE Information Technology Consultant 3  JOB CODE APD 11-29-11 64163	<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 Information Technology Consultant		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073537 Business Transformation Program Manager		
	<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:		Bargaining Unit 22 PR 17 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m.				
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities		
60	Provide technical advice and direction to the Ohio Administrative Knowledge System (OAKS) management team regarding procuring and/or renewing software, hardware and contractor services licenses as needed for OAKS (including non-production and production environments). Reviews planned projects and ongoing operations to proactively determine licensing needs and confirms existing production and non-production software, hardware and contractor services license(s) status for vendors currently providing equipment and services to the Ohio Administrative Knowledge System. Assists the Managed Services Provider, as needed, to review and assess all existing production and non-production environment licenses they hold and assists with their license procurement. Assists with monthly asset tracking and reporting for all OAKS locations;		Knowledge of (1) information technology; (2) computer hardware systems; (3) information systems analysis & design; (4) software development; (5) business process delivery pertinent to assigned process transformation, organizational design &/or process; (6) federal and/or state laws, rules, regulations and best practice scenarios for procurement processes; (7) public speaking; (8) project/program management; (9) process reengineering (e.g., procure to pay); (10) agency policies and procedures*; (11) government structure and processes*; (12) business administration; (13) Systems Development Life cycle methodologies. Skill in (14) operation of personal computer & associated hardware/software (e.g., PeopleSoft; MS Office); (15) Use of project management applications (e.g., SharePoint, MS Project, Word, Excel, Access). Ability to (16) define unusual problems, collect data, establish facts and draw conclusions; (17) read and comprehend legislative or policy related materials; (18) create and/or edit technical/instructional materials to be presented in print or oral form to variety of audiences; (19) communicate effectively orally and in writing; (20) work  *Developed after employment.		
List Position Numbers & Job Titles of Positions Directly Supervised:  N/A			SIGNATURE OF AGENCY REPRESENTATIVE 		
			DATE 10-20-11		

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS510120
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OAKS/Project Management Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20075570  JOB CODE TITLE Information Technology Consultant 3  JOB CODE APD 11-29-11 64163	<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		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073537 Business Transformation Program Manager	
	<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:	Bargaining Unit 22 PR 17 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
35	Formulates & implements technical policies & procedures with respect to hardware software licensing, contract management, and vendor management for OAKS. Drafts changes to relevant process manuals and other relevant publications to reflect defined improvements. Helps ensure policies, procedures, directives and objectives of process improvement projects, to which they are assigned, are in line with mission and goals of OAKS, Department of Administrative Services (DAS), or federal and state legislation. Assists OAKS management with vendor management, contract management, issue resolution, and tracking of vendor performance against Service Level Agreements (SLAs). Assists OAKS project managers by monitoring contractor (staff augmentation) services and resolving invoicing and payment issues. Represents OAKS at meetings and forums related to OAKS vendor matters;	independently or collaboratively as part of team with diverse disciplines and backgrounds; (21) proofread materials, recognize errors and make corrections; (22) develop complex reports; (23) use proper research methods to gather, collate and classify information; (24) understand State procurement policies and practices for hardware, software and consulting services.		
5	Performs other related duties as assigned to include: attend meetings (e.g., user groups, project management reviews); assist with management and financial reporting; assist with special studies as requested.	Knowledge of 1, 2, 3, 4, 5. Skill in 14, 15. Ability to 16, 19, 20, 24.		
List Position Numbers & Job Titles of Positions Directly Supervised:  N/A		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 10-20-11	