



<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Security & Privacy Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20091636	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION IT Architect		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 checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.   TO: 5:00 p.m. <b>subject to alternative schedule</b>			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Works with IT staff, CIO or IT Managers to design solutions that meet the agency's requirements; assists with analysis of the solution design's business case; authors' portions of the solution business case. Provides input and assistance preparing procurement statements, work or capability requirements; provides input into agency budget process.	<b>Knowledge of 1-5.</b> <b>Skill in 6-7.</b> <b>Ability to 8-15.</b>
10	Assists other IT Architect / Consultants, CIO or IT Managers to obtain support for achieving current IT goals and objectives; assists IT staff ensuring communication is easily understood by intended audiences, including nontechnical staff; provides knowledge transfer to employees on regularly maintained or newly enhanced systems.	<b>Knowledge of 1-5.</b> <b>Skill in 6-7.</b> <b>Ability to 8-15.</b>
10	Provides, revises, and/or vets focused research for assigned IT discipline/program team. Seeks to develop advanced leadership skills; continually self-assesses; works to improve leadership capabilities; seeks feedback consistently from IT staff.	<b>Knowledge of 1-5.</b> <b>Skill in 6-7.</b> <b>Ability to 8-15.</b>
<i>Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.</i>		<b>Requirement:</b> Employee is subject to alternative schedule with periodic adjustments to accommodate travel requirements for customers

JOB CODE 69971	List Position Numbers & Job Titles of Positions Directly Supervised:	<i>David A Brown</i>	DATE 10/20/15
	JOB CODE TITLE IT Architect/Consultant 1	<i>App'd 12-16-15</i>	<i>500 10/23/15</i>