

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Payroll Administration

POSITION CONTROL NUMBER
23121.0

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Consultant – Intermittent

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
23102.0 IT Manager 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 am – 5:00 pm

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	Provides technical support to DAS Human Resources Division (HRD) Office of Payroll Administration for maintaining HR2K payroll/personnel system, including batch and online processing. Meets current & future operational needs & external customer's demands. Is user friendly in terms of reducing time & labor, & is cost effective (e.g., participates in developing scope & outline of general requirements; reviews general & detail design documents participates in translating all data, such as demographics, statistics, performance requirements, standards & outcome, from current systems to proposed systems), assists in determining short & long term information technology goals & objectives for HRD, & formulates information technology policies & procedures governing all facets of HR2K & HRD local area network operation (e.g., security, architecture, customer access).	Knowledge of (1) information systems, which includes LAN/Wan operations, architecture & principles, operating systems & protocols, & network monitoring & capacity planning techniques; (2) information systems analysis & design, (3) high level programming language; (4) database concepts;(5) DAS information technology acquisition process & procedures *; (6) information systems hardware & software; (7) budgeting & fiscal control & cost benefit analysis; (8) project management. Skill in (9) use of personal computer & office system software; (10) software development tools. (11) Read & interpret extensive variety of technical materials; (12) develop complex & technical position papers & reports; (13) handle routine & sensitive contracts with other private sector & governmental officials & vendors.
20	Defines problems; develops possible solutions; develops project plan; executes project plan to include providing on-going status reports, responding to changes in scope, coordinating deliverables, maintaining project schedule & responding to problems; directs & coordinates activities of assigned team members; validates & verifies project upon completion.	Knowledge of 1, 2, 3, 4, 5 *, 6, 7, 8. Skill in 9, 10. Ability to 11, 12, 13. * developed after employment

CLASS TITLE
Information Technology Consultant 3

CLASS NUMBER
64163

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Clare A. Long

1/29/04

App 2-12-04CB

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POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
23100.0 IT Manager 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)

Page 2 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
10	<p>Evaluates information systems needs of HRD personnel through individual & group meetings to understand business operations, workflow, goals & objectives & where information technology can enhance operations; analyzes current information technology systems in operation to determine overall efficiency; attends vendor presentations & researches available technology products & information systems being used in other public entities & private sector to determine what best fits HRD & its customer's needs; evaluates hardware & software products for purchase &/or develops/revises evaluation procedures for acquisitions; represents HRD & DAS in meetings & making presentations as necessary.</p> <p>Position is unclassified service per O.R.C. Section 124.11 (A) (30).</p>	<p>Knowledge of 1, 2, 3, 4, 5*, 6, 7. Skill in 9, 10. Ability to 11, 12, 13.</p> <p>* developed after employment</p>

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