

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
IT Service Delivery Division

UNIT OR OFFICE
Network Services

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Information Technology consultant 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
41700.0 Data Systems Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	<p>Serves as consultant to Network Services Administrator & State of Ohio Chief Information Officer on routed & switched data network services (e.g., voice, data & video for state agencies). As network architect, uses Electrical Engineering education to analyze, design & plan Wide Area Network (WAN) services offered by Department of Administrative Services. Analyzes daily operations & designs large enterprise routed & switched data networks serving multiple remote sites (i.e., 100 or more), supporting multiple communications protocols (e.g., IP, IPX, SNA, ATM, POS) & multiple access technologies (e.g., T1, T3, OC-n, Ethernet, wireless, Analog) to ensure adequate delivery of services to state agencies. Provides advice & guidance to Network Services Administrator & Network Operations Manager for network systems design, planning, acquisition & operation. Participates in Computer Services Division's short & long-term planning process & assists in agency-wide policy, research, planning, technical policy implementation & procedures related to network systems. Prepares testimony for presentation to legislature on proper state networking architectures. Participates in national standards for Internet.</p>	<p>Knowledge of (1) college-level Electrical Engineering, Computer & Information Science or equivalent Engineering related to telecommunications; (2) workforce planning (e.g., analysis of present staffing requirements); (3) public relations/human relations; (4) daily operations & design of large enterprise routed & switched data networks serving multiple remote sites (i.e., 100 or more); (5) multiple communications protocols (e.g., IP, IPX, SNA, ATM, POS); (6) multiple access technologies (e.g., T1, T3, OC-n, Ethernet, wireless, Analog); (7) agency policies & procedures*; (8) government structure & process*; (9) electronic data processing systems (e.g., telecommunications, telecommunications circuit design, telephony & electronic messaging); (10) WAN system to respond to complex network service interruptions; (11) cost analysis). Skill in (12) operation of personal computer; (13) analyzing & resolving network service interruptions. Ability to (14) define problems, collect data, establish facts & draw valid conclusions; (15) deal with many variables & determine specific action; (16) understand manuals & verbal instructions, technical in nature; (17) prepare meaningful, concise & accurate reports.</p> <p>*developed after employment</p>

POSITION CONTROL NUMBER
41703.0

CLASS TITLE
Information Technology Consultant 3

CLASS NU.
64163

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

7-21-03

Apd 7-24-03 CB

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Computer Services Division

UNIT OR OFFICE
Network Services

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Information Technology consultant 3

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41700.0 Data Systems Administrator

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

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35	As lead network engineer, evaluates network systems needs of agency. Researches & analyzes network systems technology industry trends. Oversees review of proposed & ordered services by agencies for compliance to industry & agency standards. Responds to service interruptions & serves as senior technician for troubleshooting complex network issues. Establishes engineering technical & business objectives for division in use of network system technology such as multiple communications protocols (e.g., IP, IPX, SNA, ATM, POS) & multiple access technologies (e.g., T1, T3, OC-n, Ethernet, wireless, Analog). Participates in network policy development; provides cost analysis of projects to include workforce planning, equipment specification & personnel allocation.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9, 10, 11 Skill in 12, 13 Ability to 14, 15, 16, 17
10	Evaluates, analyzes & designs complex inter-agency network systems implementation & integration. Interfaces with customers, service providers & equipment manufacturers involved in delivering network services to state agencies.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9, 10, 11 Skill in 12, 13 Ability to 14, 15, 16, 17
10	Represents agency at meetings with other state agencies, technical committees & conferences.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9, 10, 11 Skill in 12, 13 Ability to 14, 15, 16, 17

Position Specific Minimum Qualifications

36 mos. exp. with responsibility for operation & design of large enterprise routed & switched data networks serving at least 100 remote sites, supporting multiple communications protocols (e.g., IP, IPX, SNA, ATM, POS) & multiple access technologies (e.g., T1, T3, OC-n, Ethernet, wireless, Analog)

*developed after employment

Must submit to & pass personal background check.
This position works as essential employee & is overtime exempt.

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

George L. New

7-21-03

POSITION CONTROL NUMBER
41703.0

CLASS TITLE
Information Technology Consultant 3

CLASS NUMBER
64163

Apd 7-24-03 CB