

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
Service Delivery Division

UNIT OR OFFICE  
Unified Network-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  
41740.0 Data Systems Assistant Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m. & on call 24x7

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	<p>Serves as consultant to Network Services Administrator &amp; State of Ohio Chief Information Officer on routed &amp; switched data network services (e.g., voice, data &amp; video for state agencies): as network architect, uses Electrical Engineering education to analyze, design &amp; plan Wide Area Network (WAN) services offered by Office of Information Technology; analyzes daily operations &amp; designs large enterprise routed &amp; switched data networks serving multiple remote sites (i.e., 100 or more), supporting multiple communications protocols (e.g., IP, IPX, SNA, ATM, POS) &amp; multiple access technologies (e.g., T1, T3, OC-n, Ethernet, wireless, Analog) to ensure adequate delivery of services to state agencies; provides advice &amp; guidance to Network Services Administrator &amp; Network Operations Manager for network systems design, planning, acquisition &amp; operation; participates in Service Delivery Division's short &amp; long-term planning process &amp; assists in agency-wide policy, research, planning, technical policy implementation &amp; procedures related to network systems; prepares testimony for presentation to legislature on proper state networking architectures; participates in national standards for Internet; responds to network issues; 24 hours/day, 7 days/week, 365 days/year, which requires call back, overtime, standby or on-call.</p>	<p>Knowledge of (1) college-level Electrical Engineering, Computer &amp; 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 &amp; design of large enterprise routed &amp; 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 &amp; procedures*; (8) government structure &amp; process*; (9) electronic data processing systems (e.g., telecommunications, telecommunications circuit design, telephony &amp; electronic messaging); (10) WAN system to respond to complex network service interruptions; (11) cost analysis. Skill in (12) operation of personal computer; (13) analyzing &amp; resolving network service interruptions. Ability to (14) define problems, collect data, establish facts &amp; draw valid conclusions; (15) deal with many variables &amp; determine specific action; (16) understand manuals &amp; verbal instructions, technical in nature; (17) prepare meaningful, concise &amp; accurate reports; (18) respond to emergency network issues on 24X7 basis.</p> <p>*developed after employment</p>

POSITION CONTROL NUMBER  
41705.0

CLASS TITLE  
Information Technology Consultant 3

CLASS NUMBER  
64163

*Apr 1-25-06 CB*

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Gregory L. Shewarts*

*1/13/06*

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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, 18
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, 18
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
Must submit to & pass personal background check & works as essential employee.		<p><u>Position Specific Minimum Qualifications</u></p> <p>36 mos. exp. with responsibility for operation &amp; design of large enterprise routed &amp; switched data networks serving at least 100 remote sites, supporting multiple communications protocols (e.g., IP, IPX, SNA, ATM, POS) &amp; multiple access technologies (e.g., T1, T3, OC-n, Ethernet, wireless, Analog).</p> <p>*developed after employment</p>

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DATE

*Gregory L. Mount*

*1/13/06*