

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Unified Network – Network Operations

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	Provides technical advice & direction to information systems assistant administrators & administrators regarding Service Delivery Division's network hardware, software & services procurement activities: provides technical computer assistance to customer agencies regarding solutions to most complex telecommunication network problems; assists with procurement decisions on telecommunications systems, meets with Investment & Governance Division computer acquisition analysts, agency computer systems managers, & high-level technical staff to provide expert advice on telecommunications network/high speed computer communications issues & communications standards mandated by OIT to all agencies for compatible statewide network connectivity (e.g., network management computer hardware & software, local area network design, electronic mail network design, open system computer interconnection & related support); supervises lower-level technical personnel.	Knowledge of (1) network hardware, software & services, (2) supervision principles, (3) public/human relations; (4) agency policies & procedures*; (5) government structure & process*; (6) electronic data processing systems (e.g., computer industry, computer standards, computer operating systems, computer communications technology & protocols), (7) state procurement law*; (8) systems analysis & design. Skill in (9) operation of personal computer & associated hardware & software; Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) interpret variety of technical material in books, journals & manuals; (12) deal with many variables & determine specific action; (13) originate business letters reflecting standard procedures; (14) cooperate with co-workers on group projects; (15) handle sensitive inquiries from & contacts with officials & general public.
35	Develops network procurement specifications & directs procurement process involving local telephone companies & inter-exchange phone companies who provide outsourced telecommunications services (e.g., transmission systems, packet switching computers & state Centrex telephone system) for State of Ohio telecommunications network used by all state agencies; meets with vendors' telecommunications technical staff & company officers on regular basis to discuss & negotiate global &	Knowledge of 1, 4*, 5*, 6, 7*, 8, (16) cost accounting; (17) inventory control; Skill in 9 Ability to 10, 11, 12, 13, 14. *developed after employment

POSITION CONTROL NUMBER
41794.0

CLASS TITLE
Information Technology Consultant 3

CLASS NUMBER
64163

Apd 3-3-06 CB

List Position Numbers and Class Titles of positions directly supervised:

41796.0 ITConsultant 1 41799.0 Telecom Analyst 1
41798.0 Telecom Analyst 1

SIGNATURE OF AGENCY REPRESENTATIVE

Gregory L. Mowatt

DATE

2/22/06

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20	<p>technical aspects (e.g., technology to be used, staff requirements, costs, ongoing maintenance, & support activities) of major, outsourced, state telecommunications network projects; collects, analyzes, designs & evaluates services being provided by outside contractors (e.g., Ohio SONET); monitors & evaluates all billing information from telecommunications vendors.</p> <p>Interprets government tariffs & contracts imposed on state telecommunications network activities to determine physical & cost impact on state telecommunications network: with support from Department of Administrative Services Chief Legal Counsel's Office, negotiates state government tariff & contract provisions to comply with state fiscal requirements & take advantage of state's special status with respect to tariffs & contracts; analyzes, evaluates, & determines most cost effective & efficient state telecommunications network alternatives.</p> <p>Must submit to & pass a personal background check & is overtime exempt.</p>	<p>Knowledge of 1, 3, 4*, 5*, 6, 7*, 8, 16 Skill in 9 Ability to 10, 11, 12, 13, 14, 15</p> <p>*developed after employment</p>

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SIGNATURE OF AGENCY REPRESENTATIVE

Gregory L. Mounts

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