

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
Investment & Governance Division

UNIT OR OFFICE  
Office of Statewide IT Policy

POSITION CONTROL NUMBER  
60316.0

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
State IT Policy Analyst 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
60310.0 Information Technology Manager 2

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

Page 1 of 2

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
80	<p>Performs research, evaluation &amp; development of statewide enterprise information technology policies by which state agencies acquire &amp; use information technology systems &amp; services: works in conjunction with state agency directors, information technology administrators, division management &amp; legal counsel to evaluate information technology plans (i.e., as described by IT Policy, ITP D.4); determine strategic implications for an individual state agency or the state as a whole &amp; ensure consistency with state information technology policies. Provides project leadership by using established project management methodologies: prepares project plans to identify tasks, resources, milestones &amp; deliverables that support policy development; maintains and reports on project status; conducts policy development research utilizing various sources (e.g., Internet, technical manuals, national &amp; state-level organizations, research advisory services, work sessions &amp; interviewing); conducts surveys to gather information for policy development; documents findings/ conclusions &amp; writes reports &amp; policies. Responds to queries &amp; questions regarding policy: researches policy waiver requests &amp; recommends disposition; works with state &amp; federal laws; drafts rules &amp; develops policies &amp; procedures for implementation of statewide &amp; internal OIT processes; convenes &amp; supports work groups to assist in policy development.</p>	<p>Knowledge of (1) information technology or related field; (2) computer &amp;/or network hardware, software, operating systems &amp; procedures; (3) high-level computer programming language; (4) computer systems analysis &amp; design; (5) project management; (6) writing standards &amp; style guides relating to information technology policy development; (7) technical research practices &amp; resources; (8) structured meeting facilitation; (9) public speaking practices &amp; techniques.</p> <p>Skill in (10) operation of microcomputers &amp; peripheral equipment; (11) office suite software (e.g., MS Office); (12) conducting research to locate appropriate technical resources for development of policies, white papers, standards, opinions &amp; presentations.</p> <p>Ability to (13) define problems, collect data, establish facts &amp; draw valid conclusions; (14) interpret variety of instructions in written or oral form; (15) interpret variety of technical material in books, journals, manuals &amp; audiovisual form; (16) deal with many variables &amp; determine specific action; (17) write meaningful, concise &amp; accurate reports; (18) communicate verbally on technical &amp; non-technical matters.</p>

CLASS TITLE  
Systems Analyst 2

CLASS NUMBER  
64122

List Position Numbers and Class Titles of positions directly supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



8-29-05

Coped 9-12-05 CB

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20	Participates in & facilitates information technology policy review meetings to evaluate existing policies & recommends new policies & standards. Prepares & makes presentations regarding policy; attends various interagency committees & focus groups related to the creation and distribution of information technology policies. Establishes & maintains customer contacts & attends job related seminars & classes.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9 Skill in 10, 11, 12 Ability to 13, 14, 15, 16, 17, 18  <u>Position Specific Minimum Qualifications</u> 12 mos. exp. writing information technology policies (e.g., security, e-government, business resumption, planning); 12 mos. exp. conducting technical research & preparing formal recommendations to support diverse, multi-organizational information technology strategic & tactical initiatives; 12 mos. exp. managing projects; 12 mos. exp. facilitating structured meetings and speaking to groups.

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