

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Investment & Governance Division

UNIT OR OFFICE
Enterprise IT Planning Office

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
College Intern

POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR
60400.0 Data Systems Administrator

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

JOB DESCRIPTION & WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
	<p>Assists Enterprise IT Planning Office (EPO) Administrator & staff in developing, reviewing, revising & documenting IT plan review & budget review processes that support the biennial IT planning & budgetary cycle (e.g., participates in EPO review of agency IT plans, helps compile EPO & OIT IT plan review findings): assists with requirements definition for enhancements to ePlanningIT application for the FY 08/09 biennial planning cycle (e.g., reviews current functionality of ePlanningIT application tool, attends requirements definition meetings, compiles list of suggested improvements to application) needed to meet requirements of Executive Order; participates in application testing activities (e.g., prepares testing documentation such as test scripts, test functionality of new enhancements, document test results); assists with preparation activities associated with the biennial IT Planning Workshop & Plan Review meetings; assists with revisions & updates to the IT Planning Policy & Agency Guide to IT Planning documents (e.g., scheduling conference & meeting rooms, prepares agency review packets, creates meeting agendas, reviews & edits documents published by EPO; assists EPO planning team with development of documents & reports that have statewide impact (e.g., agency plan review reports, position statements); provides EPO internal & external customer support services to agencies in updating & republishing IT plans (e.g., logging & responding to oral/written requests & inquiries).</p> <p>Performs other related clerical & administrative tasks: serves as coordinator for EPO web page development/updates & Research & Advisory services activities/inquiries; maintains & performs enhancements to existing EPO databases (e.g., Agency Planning Contacts database, ePlanning IT Support database); develops new databases as needed; & participate in system testing.</p> <p>Position is in unclassified service per 124.11(A)(12) Ohio Revised Code.</p>	<p>Knowledge of (1) information technology or related field; (2) computer &/or network hardware, software, operating systems & procedures; (3) computer systems analysis & design; (4) project management. Skill in (5) operation of microcomputers & peripheral equipment; (6) use of office suite software (e.g., MS Office); Ability to (7) define problems, collect data, establish facts & draw valid conclusions; (8) interpret variety of instructions in written or oral form; (9) interpret variety of technical material in books, manuals & audiovisual form; (10) deal with many variables & determine specific actions; (11) communicate verbally & in writing on technical & non-technical matters.</p> <p>Knowledge of 1, 2, 3, 4 Skill in 5, 6 Ability to 7, 8, 9, 10, 11</p> <p>Major area of study: Computer Science, Information Technology, or Business Related IT major.</p>

POSITION CONTROL NUMBER
60424.0

 CLASS TITLE
College Intern

 CLASS NUMBER
99940

Apd 9-12-06 CB

List Position Numbers & Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9-12-06