

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Director's Office

UNIT OR OFFICE
Legislative Section

POSITION NUMBER
20006655 (61106.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Legislative Liaison

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006652 (61100.0) Deputy Director 3

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB CODE TITLE
Management Analyst Supervisor 2

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	<p>On behalf of State Chief Information Officer/Director of Office of Information Technology (OIT), manages Legislative Section & serves as Legislative Liaison: develops & implements legislative policies, procedures, strategy & plan; researches & responds to inquiries & furnishes information & explains OIT issues & programs to representatives, senators & legislative staff; independently responds to concerns & inquiries posed by constituents, state employees, general public & special interest groups; maintains constant contact with legislators & staff & continually monitors legislation with possible impact on OIT; cooperates with other agency Legislative Liaison Officers to represent OIT during capital & operating budget discussions; furnishes prompt, coordinated & consistent information on OIT's policies & operations in response to inquiries received from legislative offices & committees; assists in development of & justification for key issues expected to be raised during budget hearings; represents OIT's position during presentations or negotiations with legislators; acts as advisor & consultant to OIT senior managers on legislative matters relating to House & Senate Finance Committee activity (e.g., monitors activity, reviews, analyzes & develops recommendations & proposals on budget issues; proposes & conducts special analysis of impact of budget changes) & Controlling Board.</p>	<p>Knowledge of (1) federal & state legislative processes; (2) federal, state & agency laws, rules & regulations relating to OIT*; (3) public relations concepts & practices; (4) public administration; (5) resources available to research inquiries*. Skill in (6) operation of personal computer, peripherals & associated software (e.g., word processing, spreadsheet, FileMaker-Pro*, Internet); (7) dealing with high-level government officials. Ability to (8) read & comprehend legal documents; (9) understand government funding processes; (10) analyze, write & edit legislation, position papers & other materials for publication; (11) prepare & deliver speeches before specialized audiences; (12) define problems, collect data, establish facts & draw valid conclusions.</p>
40	<p>Works closely with other state agencies in developing & coordinating agency projects to examine current operations & applicable procedures to ensure efficiency & improve service delivery: keeps current on legislative & Chapter 119 administrative rules & process changes; monitors introduction, status & final disposition of legislation introduced before state & federal legislatures that may affect statewide IT operations (e.g., obtains roster & copies all legislation introduced; reviews for content to identify impacted agencies; apprises agencies' executive staff of proposed language & obtains written or verbal impact statement; prepares written summary of proposed</p>	<p>Knowledge of 1, 2*, 3, 4, 5* Skill in 6*, 7 Ability to 8, 9, 10, 11, 12</p> <p>*developed after employment</p>

JOB CODE
63216

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



2/21/07

Upd 3-6-07 CB

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legislation, with pros & cons if implemented, for State Chief Information Officer &/or Legal Counsel's review); works cooperatively with Legal Counsel & agency Legislative Liaison Officers to identify statutes that need revision or legislation to be introduced; obtains legislative sponsors to introduce legislation on OIT's behalf; prepares & presents testimony on behalf of OIT; represents State Chief Information Officer on committees, task forces & at meetings.

*developed after employment

Position is in unclassified service per Section 124.11(A)(9) of Ohio Revised Code & is overtime exempt.

JOB CODE TITLE
Management Analyst Supervisor 2

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