

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Information Technology Consultant

**SERIES NO.:**

6416

**MAJOR AGENCIES:**

All Agencies

**EFFECT. DATE**

04/22/2012

**SERIES PURPOSE:**

The purpose of the information technology consultant occupation is to provide technical advice to programming/systems staff, middle management or top management staff regarding solutions to most difficult or complex information systems issues.

At the lower level, incumbents provide technical assistance to programming/systems staff regarding complex information systems issues.

At the higher level, incumbents provide technical advice & direction to information systems assistant administrator & administrator & formulate & implement technical policies & procedures related to all facets of information systems.

**CLASS TITLE:**

Information Technology Consultant 1

**CLASS NUMBER:**

64161

**EFFECTIVE DATE:**

03/28/1999

**CLASS CONCEPT:**

The advanced level class works under general direction & requires thorough knowledge of information technology & systems analysis & design, electrical engineering or telecommunications in order to provide technical assistance to programming/systems staff regarding solutions to most difficult or complex information systems issues.

**CLASS TITLE:**

Information Technology Consultant 3

**CLASS NUMBER:**

64163

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The second expert level class works under general direction & requires extensive knowledge of information technology & systems analysis & design, electrical engineering or telecommunications in order to provide technical advice & direction to information systems assistant administrators & administrators regarding any & all facets of information systems division/bureau operations & formulate & implement technical policies & procedures related to all facets of information systems.

<b><u>CLASS TITLE:</u></b> Information Technology Consultant 1	<b><u>CLASS NUMBER:</u></b> 64161	<b><u>BARGAINING UNIT:</u></b> 014
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**EFFECTIVE DATE:**  
03/28/1999

**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)**

Provides technical information technology assistance to programming/systems staff regarding solutions to most difficult or complex information systems problems (e.g., software programming, systems analysis design methodologies, software &/or hardware incompatibilities, communications & data bases) & analyzes, designs & codes most technologically complex portions of application software systems.

Organizes & maintain software library; evaluates & verifies operation of vendor software & hardware; reads state-of-art technology materials; evaluates data processing products & recommends purchase.

Evaluates, analyzes and designs complex &/or inter-agency LAN/WAN implementation involving heterogenous platforms, protocols &/or network operating systems.

Assists users in resolving complex network problems; acts as liaison with state &/or national committees (e.g., national bureau of standards).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of information technology, electrical engineering or telecommunications which includes LAN/WAN architecture & principles, networking operation system & protocols & network monitoring & capacity planning techniques; information hardware systems; systems analysis & design; high-level language computer programming; microcomputer systems & software development; Skill in operation of personal computer. Ability to deal with many variables & determine specific action; read & interpret extensive variety of technical information technology; communicate verbally or in writing on technical & non-technical matters; operate keyboard.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate or undergraduate core program in information technology, electrical engineering or telecommunications; 2 yrs. trg. or 2 yrs exp. in systems analysis & design; 12 mos. additional trg. or 12 mos. additional exp. in one of following: systems development, telecommunications or networking.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Work involves operation of computer terminal for long periods of time.

<b>CLASS TITLE:</b> Information Technology Consultant 3	<b>CLASS NUMBER:</b> 64163	<b>BARGAINING UNIT:</b> 022
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**EFFECTIVE DATE:**

03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)**

Serves as a consultant on overall analysis & planning for information systems, provides advice & guidance to information systems assistant administrators &/or administrators regarding any & all facets of information systems division/bureau operations (e.g., acquisitions, information systems programming, information systems operations and fiscal areas), directly participates in information systems division/bureau operations short long term planning process, assists in agency-wide policy & information systems research & planning & formulates & implements technical policies & procedures related to all facets of information systems.

Evaluates information systems needs of agency & researches most difficult or complex information system problems (e.g., overall information system efficiency; resource planning; coordination efforts between agency information system operations); evaluates hardware & software products &/or evaluates procedures for acquisition & billing; keeps promotional materials; coordinates special projects & studies for information systems managers & writes reports of findings.

Evaluates, analyzes and designs complex &/or inter-agency LAN/WAN implementation involving heterogenous platforms, protocols &/or network operating systems.

Represents agency at meetings with other governmental or agency officials; assists other agencies in resolving information systems problems; represents agency at conferences & technical committees.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of information systems which includes LAN/WAN architecture & principles, networking operation systems & protocols & network monitoring & capacity planning techniques; information systems analysis & design; high-level information systems language, information systems & software development; information systems acquisition procedures & fiscal controls\*; budgeting; project/program management. Skill in use of personal computer. Ability to deal with many variables & determine specific action; read & interpret extensive variety of technical information systems material; communicate verbally or in writing on technical & non-technical matters; operate keyboard.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program coursework in information technology, electrical engineering or telecommunications; 5 yrs. exp. in information systems analysis, design & operations; 18 mos. exp. in project/program management; 2 courses or 6 mos. exp. in budgeting.

-Or 12 mos. exp. as Information Technology Consultant 2, 64162.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.