

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Information Technology Project Analyst	SERIES NO.: 6412
	MAJOR AGENCIES: Attorney General only	EFFECT. DATE: 01/01/1980

SERIES PURPOSE:

The purpose of the information technology (i.e., IT) project analyst occupation is to consult with users, vendors & data system management in order to obtain & analyze data necessary for information technology development & determine requirement definition phase which serves as foundation for system design, development & implementation phases of project.

At the first level, incumbents determine requirements definition phase which serves as foundation for system design, development & implementation phases for section level projects.

At the second level, incumbents determine requirements definition phase which serves as foundation for system design, development & implementation phases for agency wide projects.

At the third level, incumbents serve as project coordinator/leader over lower-level IT professionals.

At the first managerial level, incumbents serve as project manager on medium (i.e., section level) to large (i.e., agency wide) application development & provide assistance to lower-level IT professionals (i.e., to include IT project coordinators/leaders).

At the second managerial level, incumbents supervise IT project staff, develops & implements policies & procedures regarding application development & serve as project manager on large (i.e., agency wide) application development.

CLASS TITLE:
IT Project Analyst 1

CLASS NUMBER:
64121

EFFECTIVE DATE:
01/01/1980

NEW EFFECTIVE DATE:
07/26/1998

CLASS CONCEPT:

The first full performance level class works under close supervision & requires considerable knowledge of information technology & computer program development in order to consult with users, vendors & data system management to obtain & analyze client's present system &/or business practice & related data necessary for information technology development & determine definition phase which serves as foundation for system design, development & implementation phases of section level projects.

CLASS TITLE:
IT Project Analyst 2

CLASS NUMBER:
64122

EFFECTIVE DATE:
01/01/1980

NEW EFFECTIVE DATE:
07/26/1998

CLASS CONCEPT:

The second full performance level class works under general supervision & requires considerable knowledge of information technology & computer program development in order to consult with users, vendors & data system management to obtain & analyze client's present system &/or business practice & related data necessary for information technology development & determine definition phase which serves as foundation for system design, development & implementation phases of agency wide & section level projects.

CLASS TITLE:
IT Project Analyst 3

CLASS NUMBER:
64123

EFFECTIVE DATE:
01/01/1980

NEW EFFECTIVE DATE:
07/26/1998

CLASS CONCEPT:

The advanced level class works under general direction & requires thorough knowledge of information technology & computer program development in order to serve as project coordinator/leader over lower-level IT professionals, consult with users, vendors & data system management to obtain & analyze client's present system &/or business practice & related data necessary for information technology development & determine definition phase which serves as foundation for system design, development & implementation phases of agency wide & section level projects.

CLASS TITLE:
IT Application Project Manager 1

CLASS NUMBER:
64125

EFFECTIVE DATE:
01/01/1980

NEW EFFECTIVE DATE:
07/26/1998

CLASS CONCEPT:

The first managerial level class works under general direction & requires extensive knowledge of information technology, computer program development & managerial principles & techniques in order to serve as project manager on medium (i.e., section level) to large (i.e., agency wide) application development & assist lower-level IT professionals (i.e., to include project coordinator/leader) in obtaining & analyzing data necessary for information technology development & in determining project viability requirements of definition phase which serves as foundation for system design, development & implementation phases of agency wide & section level projects & to formulate project recommendations & define complete hardware & software requirements for project.

CLASS TITLE:
IT Application Project Manager 2

CLASS NUMBER:
64126

EFFECTIVE DATE:
01/01/1980

NEW EFFECTIVE DATE:
07/26/1998

CLASS CONCEPT:

The second managerial level class works under administrative direction & requires extensive knowledge of information technology, computer program development, supervisory principles & techniques & managerial principles & techniques in order to supervise IT project analyst staff, develop & implement policies & procedures regarding application development & serve as project manager on large (i.e., agency wide) application development.

CLASS TITLE: IT Project Analyst 1	CLASS NO.: 64121	BARG. UNITS: 047
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

07/26/1998

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.)

Conducts section level interviews to obtain & analyze data necessary for information technology development & determines requirements definition phase which serves as foundation for system design, development & implementation phases of project, consults with users, vendors & data systems management to formulate project recommendations, analyzes client's present system &/or business practice in order to define business/management problem to be solved, defines constraints within which solutions must be developed & identifies impact of project on client/agency & anticipated benefits.

Develops high-level user friendly document which details client's requirements to include all deliverables & acceptance criteria & obtains client sign-off; assists in development of description of technical environment in which system will operate to include hardware, software & communications strategies.

Develops training program & conducts training for end users; develops functional documentation of system; makes recommendations on project staffing & other resources needs as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of information technology (e.g., computer information science); computer software, hardware & peripheral equipment; computer programming; systems programming; public relations*; interviewing*. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; understand technical literature of concrete nature; communicate verbally & in writing on technical matters; respond to inquiries from users; move limbs/fingers easily to perform manual functions repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in information technology or related field of study; 2 yrs. exp. in position with experience commensurate to duties appearing in job posting/approved position description.

-Or 6 mos. exp. Application Developer 2, 64112AG.

-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:

Works independently or in group project setting.

CLASS TITLE: IT Project Analyst 2	CLASS NO.: 64122	BARG. UNITS: 047
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

07/26/1998

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.)

Conducts agency wide & section level interviews to obtain & analyze data necessary for information technology development & determines requirements definition phase which serves as foundation for system design, development & implementation phases of project, consults with users, vendors & data systems management to formulate project recommendations, analyzes client's present system &/or business practice in order to define business/management problem to be solved, defines constraints within which solutions must be developed & identifies impact of project on client/agency & anticipated benefits.

Develops high-level user friendly document which details client's requirements to include all deliverables & acceptance criteria & obtains client sign-off; assists in development of description of technical environment in which system will operate to include hardware, software & communications strategies.

Develops training program & conducts training for end users; develops functional documentation of system; makes recommendations on project staffing & other resources needs as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of information technology (e.g., computer information science); computer software, hardware & peripheral equipment; computer programming; systems programming; public relations*; interviewing*. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; understand technical literature of concrete nature; communicate verbally & in writing on technical matters; respond to inquiries from users; move limbs/fingers easily to perform manual functions repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in information technology or related field of study; 4 yrs. exp. in position with experience commensurate to duties appearing in job posting/approved position description.

-Or 6 mos. exp. as IT Project Analyst 1, 64121AG.

-Or 6 mos. exp., as Application Developer 3, 64113AG.

-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:

Works independently or in group project setting.

CLASS TITLE: IT Project Analyst 3	CLASS NO.: 64123	BARG. UNITS: 047
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EFFECTIVE DATE:
01/01/1980

NEW EFFECTIVE DATE:
07/26/1998

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 project coordinator/leader over lower-level IT professionals, formulates target dates, communicates project timeline to project team, directs project staff in day to day tasks associated with project, makes recommendations on project staffing & other resources needs, conducts agency wide & section level interviews to obtain & analyze data necessary for information technology development & determines requirements definition phase which serves as foundation for system design, development & implementation phases of project, consults with users, vendors & data systems management to formulate project recommendations, analyzes client's present system &/or business practice in order to define business/management problem to be solved, defines constraints within which solutions must be developed & identifies impact of project on client/agency & anticipated benefits.

Formulates & organizes project priorities; insures timeliness of assigned tasks; compiles project data & develops management reports; consults with data systems management on project status.

Develops high-level user friendly document which details client's requirements to include all deliverables & acceptance criteria & obtains client sign-off; assists in development of description of technical environment in which system will operate to include hardware, software & communications strategies.

Develops training program & conducts training for end users; develops functional documentation of system.

MAJOR WORKER CHARACTERISTICS:

Knowledge of information technology (e.g., computer information science); computer software, hardware & peripheral equipment; computer programming; systems programming; public relations*; interviewing*. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; understand technical literature of concrete nature; communicate verbally & in writing on technical matters; respond to inquiries from users; move limbs/fingers easily to perform manual functions repeatedly.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in information technology or related field of study; 6 yrs. exp. in position with experience commensurate to duties appearing in job posting/approved position description.

-Or 12 mos. exp. as IT Project Analyst 2, 64122AG.

-Or 12 mos. exp. as Application Developer 4, 64114AG.

-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:

Works independently or in group project setting.

CLASS TITLE: IT Application Project Manager 1	CLASS NO.: 64125	BARG. UNITS: 047
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

07/26/1998

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 project manager on medium (i.e., section level) to large (i.e., agency wide) application development, establishes milestone, target dates & communicates timeline to project team, reviews & monitors vendor/consultant assignments, conducts &/or assists IT project team in conducting group or individual interviews to obtain & analyze data necessary for information technology development & determines project viability requirements definition phase which serves as foundation for system design, development & implementation phases of project, consults with users, vendors & data systems management to formulate project recommendations, analyzes &/or assists lower-level IT professionals in analyzing client's present system &/or business practice in order to define business/management problem to be solved, defines constraints within which solutions must be developed & identifies impact of project on client/agency & anticipated benefits, defines complete hardware & software requirements for project & determines project viability, scope size & staffing requirements.

Develops &/or assists lower-level information technology staff with development of high-level user friendly document which details client's requirements to include all deliverables & acceptance criteria & obtains client sign-off; assists lower-level information technology staff in development of description of technical environment in which system will operate to include hardware, software & communications strategies; assists in development & implementation of policies & procedures regarding application development.

Provides assistance to data systems staff & assists in creating conceptual design document; conducts training sessions (e.g., to include prototypes of screens; reports) for end users.

MAJOR WORKER CHARACTERISTICS:

Knowledge of information technology (e.g., computer information science); computer software, hardware & peripheral equipment; computer programming; systems programming; supervisory principles/techniques*; managerial principles/techniques*; public relations*; interviewing*. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; understand technical literature of concrete nature; communicate verbally & in writing on technical matters; respond to inquiries from users; move limbs/fingers easily to perform manual functions repeatedly. (*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in information technology or related field of study; 2 yrs. exp. as project leader in position with experience commensurate to duties appearing in job posting/approved position description.

-Or 12 mos. exp. as Application Analyst 1, 64115AG. -Or 12 mos. exp. as IT Project Analyst 3, 64123AG. -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:

Works independently or in group project setting.

CLASS TITLE: IT Application Project Manager 2	CLASS NO.: 64126	BARG. UNITS: 047
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

07/26/1998

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.)

Supervises assigned staff (e.g., completes performance reviews, interviews applicants & recommends for hire, consults with staff regarding assigned projects), assists managerial staff with long range planning, evaluates hardware & software, develops & implements policy & procedures regarding application development, ensures quality & assurance & serves as project manager on large (i.e., agency wide) application development, provides guidance & assistance to lower-level IT application project manager & in conjunction with section chiefs, establishes & maintains working relationships between end user & data systems staff.

Develops or assists lower-level data systems staff in development of high-level user friendly requirement documents & obtains client sign-off; initiates steps with other data systems staff & assists in creating conceptual design documents; conducts training sessions (e.g., to include prototypes of screens; reports) for end user.

Reviews & monitors vendor/consultant assignments; conducts &/or assists IT project team in conducting group or individual interviews to obtain & analyze data necessary for information technology development & determines requirements definition phase which serves as foundation for system design, development & implementation phases of project.

MAJOR WORKER CHARACTERISTICS:

Knowledge of information technology (e.g., computer information science); computer software, hardware & peripheral equipment; computer programming; systems programming; supervisory principles/techniques; managerial principles/techniques; public relations*; interviewing*. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; understand technical literature of concrete nature; communicate verbally & in writing on technical matters; respond to inquiries from users; move limbs/fingers easily to perform manual functions repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in information technology or related field of study; 4 yrs. exp. as project leader in position with experience commensurate to duties appearing in job posting/approved position description.

-Or 12 mos. exp. as Application Project Manager 1, 64125AG.

-Or 12 mos. exp. as Application Analyst 2, 64116AG.

-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:

Works independently or in group project setting.