

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<b>CLASSIFICATION SERIES:</b> Computer Consultant	<b>SERIES NO :</b> 6416T
	<b>MAJOR AGENCIES:</b> Treasurer of State only	<b>EFFECTIVE DATE:</b>
<p><b><u>SERIES PURPOSE:</u></b>  The purpose of the information technology consultant occupation is to provide technical advice to programming/systems staff, management staff regarding solutions to most difficult or complex data systems problems.</p> <p>At the lower level, incumbents provide technical computer assistance to programming/systems staff regarding complex data systems problems.</p> <p>At the higher level, incumbents provide technical advice to administrator or deputy director regarding all facets of computer division/bureau operations.</p>		

**CLASS TITLE:**  
Computer Consultant 1

**CLASS NUMBER:**  
64161T

**EFFECTIVE DATE:**  
1-23-94

**CLASS CONCEPT:**  
The advanced level class works under general direction & requires thorough knowledge of computer science & systems analysis & design in order to provide technical assistance to programming/systems staff regarding solutions to most difficult or complex data systems problems.

**CLASS TITLE:**  
Computer Consultant 2

**CLASS NUMBER:**  
64162T

**EFFECTIVE DATE:**  
8-6-95

**CLASS CONCEPT:**  
The expert level class works under general direction & requires extensive knowledge of computer science & systems analysis & design in order to provide technical advice & guidance to computer services administrator or deputy director regarding any & all facets of computer division/bureau operations.

<b>CLASS TITLE:</b> Computer Consultant 1	<b>CLASS NUMBER:</b> 64161T	<b>BARGAINING UNIT:</b> EX
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**Job duties in order of importance: (these duties are illustrative only. Incumbents may perform some or all of the duties or other job-related duties as assigned).**

Provides technical computer 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.

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

**MAJOR WORKER CHARACTERISITICS:**

Knowledge of computer science; computer hardware systems; systems analysis & design; high-level language computer programming; microcomputer systems & software development. Ability to deal with many variables & determine specific action; read & interpret extensive variety of technical computer material; communicate verbally or in writing on technical & non-technical matters; move hands/fingers easily to perform manual functions.

**MINIMUM QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in computer science; 18 mos. trg. or 18 mos. exp. in systems analysis & design; 12 mos. trg. or 12 mos. exp. in microcomputer systems & software development.

-Or completion of undergraduate core program in computer science; 30 mos. trg. or 30 mos. exp. in systems analysis & design; 12 mos. trg. or 12 mos. exp. in microcomputer systems & software development.

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> Computer Consultant 2	<b>CLASS NUMBER:</b> 64161T	<b>BARGAINING UNIT:</b> <b>EX</b>
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**Job duties in order of importance: (these duties are illustrative only. Incumbents may perform some or all of the duties or other job-related duties as assigned).**

Provides technical computer advice & guidance to computer services administrator or deputy director regarding any & all facets of computer division/bureau operations (e.g., acquisition, systems/programming, computer operations, telecommunications networking, fiscal), participates in management short & long-term planning & assists in agency-wide policy & program development.

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

Supervises information systems management personnel (e.g., computer operators, systems programmers), holds staff meetings, assists unit personnel in resolution of technical problems, trains personnel & prioritizes jobs.

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

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of computer science; computer hardware systems; computer systems analysis & design; high-level language computer programming; microcomputer systems & software development; computer acquisition procedures & fiscal controls\*. Ability to deal with many variables & determine specific action; read & interpret extensive variety of technical computer material; communicate verbally or in writing on technical & non-technical matters; move hands/fingers easily to perform manual functions.

(\*)Developed after employment

**MINIMUM QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in computer science; 24 mos. trg. or 24 mos. exp. in systems analysis & design; 12 mos. trg. or 12 mos. exp. in computer hardware systems.

-Or completion of undergraduate core program in computer science; 36 mos. trg. or 36 mos. exp. in systems analysis & design; 12 mos. trg. or 12 mos. exp. in computer hardware systems.

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:**

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