

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES</u> IT ARCHITECT / CONSULTANT
<u>MAJOR AGENCIES</u> ALL AGENCIES

<u>SERIES NUMBER</u> 6997
<u>EFFECTIVE</u> 6-7-2009

SERIES PURPOSE

The purpose of the IT Architect / Consultant classification is to develop, recommend and update the agency's strategic IT plan, incorporating the vision and direction of that agency or for an assigned discipline (e.g., database management, infrastructure, or software development) to assure products and solutions are utilized to meet the needs of current and future requirements.

Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.

CLASS TITLE

IT Architect / Consultant 1

CLASS NUMBER

69971

PAY RANGE

36

EFFECTIVE

6-7-2009

CLASS CONCEPT

The expert level IT Architect / Consultant 1 requires an extensive working technical knowledge of enterprise operations and receives general direction in order to assist in developing and updating the agency strategic Information Technology plan, participates in working groups to author Information Technology plan by discipline/program team and/or leads activities to achieve project tasks/meet deadlines, and perform solutions design for assigned discipline/program team (e.g., software development, infrastructure, database administration, security).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
IT Architect / Consultant 1	69971	14	6-7-2009	36

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.)

1. Publish IT Enterprise Artifacts.
 - a. Creates or edits for recommendation and approval IT artifacts, including, but not limited to, policies, procedures, standards, guidelines, best practices and position papers.
2. Project Planning.
 - a. Leads complex initiatives for organizational improvement frameworks in assigned discipline/program.
 - b. Seeks to develop expertise in project management methodologies.
 - c. Becomes expert in risk identification and mitigation.
3. Solutions Design.
 - a. Works with IT staff, CIO or IT Managers to design solutions that meet the agency's requirements.
 - b. Assists with analysis of the solution design's business case.
 - c. Authors portions of the solution business case.
4. Solution Fulfillment.
 - a. Provides input and assistance preparing procurement statements, work or capability requirements
 - b. Provides input into agency budget process.
5. Communication & Collaboration.
 - a. Assists IT Architect / Consultant 2, 3, CIO or IT Managers to obtain support for achieving current IT goals and objectives.
 - b. Assists IT staff ensuring communication is easily understood by intended audiences, including non-technical staff.
 - c. Provides knowledge transfer to employees on regularly maintained or newly enhanced systems.
6. Research.
 - a. Provides, revises, and/or vets focused research for assigned IT discipline/program team.
7. Leadership.
 - a. Seeks to develop advanced leadership skills.
 - b. Self-assesses (continually).
 - c. Works to improve leadership capabilities.
 - d. Seeks feedback consistently from IT staff.

MAJOR WORKER CHARACTERISTICS

Knowledge of: oral and written communication tools and techniques, customer support and personal service, state and agency policy, procedures and applicable laws*, mathematic principles relative to assigned area in IT, vision, mission and goals of agency*, IT principles, methods and practices in assigned specialty area, technical writing and documentation practices, agency network design and infrastructure, cost-benefit analysis methods, technology design.

Skill for: service orientation, critical thinking, complex problem solving, judgment and decision making, assuring quality identifying and specifying business requirements, and developing and interpreting policy and strategies governing the planning and delivery of IT services.

Ability to: prepare meaningful, accurate and concise reports and stay abreast of current technologies in area of IT assigned.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Education Core undergraduate program in Computer Science or Information Systems or equivalent work experience.

AND
Experience Minimum 4 years combined work experience in any combination of the following:
 assisting with development and updates to the strategic Information Technology plan, participating in work groups to author Information Technology plan by discipline/program team and/or leading activities to achieve project tasks/meet deadlines, and performing solutions design for assigned discipline/program team (e.g., software development, infrastructure, database administration, security) including 2 years technology related work experience as specified by the agency position description and vacancy/job posting.

Note: the official position description on file with the designated agency is to reflect, in the minimum acceptable characteristics, the required technology related experience. Only those applicants possessing the required technology related experience listed in the position description are to be considered for any vacancies posted. The vacancy/job posting should also only list the required technology related experience commensurate with the position in question.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

UNUSUAL WORKING CONDITIONS