

AUDITOR OF STATE
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
INFORMATION TECHNOLOGY CONSULTANT

SERIES NO.:
6416

MAJOR AGENCIES:
AUDITOR OF STATE ONLY

EFFECT. DATE: **NEW EFF. DATE:**
01/10/1999

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 TO INFORMATION SYSTEMS PERSONNEL AT THE MIDDLE & TOP MANAGEMENT LEVELS REGARDING ALL FACETS OF INFORMATION SYSTEMS DIVISION/BUREAU OPERATIONS.

CLASS TITLE:

INFORMATION TECHNOLOGY COUNSULTANT 1

CLASS NUMBER:

64161

EFFECTIVE DATE:

01/10/1999

NEW EFFECTIVE DATE:

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 COUNSULTANT 2

CLASS NUMBER:

64162

EFFECTIVE DATE:

01/10/1999

NEW EFFECTIVE DATE:

CLASS CONCEPT:

THE FIRST EXPERT LEVEL CLASS WORKS UNDER GENERAL DIRECTION & REQUIRES EXTENSIVE KNOWLEDGE OF INFORMATION SYSTEMS TECHNOLOGY & SYSTEMS ANALYSIS & DESIGN, ELECTRICAL ENGINEERING OR TELECOMMUNICATIONS IN ORDER TO PROVIDE TECHNICAL ADVICE & GUIDANCE TO INFORMATION TECHNOLOGY PERSONNEL AT MIDDLE & TOP MANAGEMENT LEVELS REGARDING ANY & ALL FACETS OF INFORMATION SYSTEMS OPERATIONS.

CLASS TITLE: INFORMATION TECHNOLOGY COUNSULTANT 1	CLASS NO.: 64161	BARG. UNITS: 51
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EFFECTIVE DATE:

01/10/1999

NEW EFFECTIVE DATE:

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 & MAINTAINS 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 MONITORY & CAPACITY PLANNING TECHNIQUES; INFORMATION HARDWARE SYSTEMS; SYSTEMS ANALYSIS & DESIGN; HIGH-LEVEL LANGUAGE COMPUTER PROGRAMMING; MICROCOMPUTER SYSTEMS & SOFTWARE DEVELOPMENT. SKILL IN OPERATION OF PERSONAL COMPUTER; KEYBOARD. ABILITY TO DEAL WITH MANY VARIABLES & DETERMINE SPECIFIC COURSE OF ACTION; READ & INTERPRET EXTENSIVE VARIETY OF TECHNICAL INFORMATION TECHNOLOGY MATERIAL; COMMUNICATE VERBALLY OR IN WRITING ON TECHNICAL & NON-TECHNICAL MATTERS.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

COMPLETION OF ASSOCIATE OR UNDERGRADUATE CORE PROGRAM IN INFORMATION TECHNOLOGY, ELECTRICAL ENGINEERING OR TELECOMMUNICATIONS; 2 YRS. EXP. 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.

CLASS TITLE: INFORMATION TECHNOLOGY COUNSULTANT 2	CLASS NO.: 64162	BARG. UNITS: 51
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EFFECTIVE DATE:

01/10/1999

NEW EFFECTIVE DATE:

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 COMPUTER ADVICE & GUIDANCE TO INFORMATION TECHNOLOGY PERSONNEL AT MIDDLE & TOP MANAGEMENT LEVELS 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 INFORMATION SYSTEMS PROBLEMS (E.G., OVERALL INFORMATION SYSTEM EFFICIENCY, RESOURCE PLANNING, COORDINATION EFFORTS BETWEEN AGENCY INFORMATION TECHNOLOGY 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.

EVALUATES, ANALYZES & DESIGNS COMPLEX &/OR INTER-AGENCY LAN/WAN IMPLEMENTATION INVOLVING HETEROGENOUS PLATFORMS, PROTOCOLS &/OR NETWORK OPERATING SYSTEMS.

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 INFORMATION TECHNOLOGY, ELECTRICAL ENGINEERING OR TELECOMMUNICATIONS WHICH INCLUDES LAN/WAN ARCHITECTURE & PRINCIPLES, NETWORKING OPERATION SYSTEMS & PROTOCOLS & NETWORK MONITORING & CAPACITY PLANNING TECHNIQUES; COMPUTER HARDWARE SYSTEMS; INFORMATION SYSTEMS ANALYSIS & DESIGN; HIGH-LEVEL LANGUAGE COMPUTER PROGRAMMING; MICROCOMPUTER SYSTEMS & SOFTWARE DEVELOPMENT; COMPUTER ACQUISITION PROCEDURES & FISCAL CONTROLS*. SKILL IN USE OF PERSONAL COMPUTER; KEYBOARD. ABILITY TO DEAL WITH MANY VARIABLES & DETERMINE SPECIFIC COURSE OF ACTION; READ & INTERPRET EXTENSIVE VARIETY OF TECHNICAL INFORMATION TECHNOLOGY MATERIAL; COMMUNICATE VERBALLY OR IN WRITING ON TECHNICAL & NON-TECHNICAL MATTERS.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

COMPLETION OF ASSOCIATE OR UNDERGRADUATE CORE PROGRAM IN INFORMATION TECHNOLOGY, ELECTRICAL ENGINEERING OR TELECOMMUNICATIONS; ADDITIONAL 2 1/2 YRS. TRG. OR (I.E., 30 MOS.) EXP. IN SYSTEMS ANALYSIS & DESIGN; 18 MOS. ADDITIONAL TRG. OR EXP. IN ONE OF FOLLOWING: SYSTEMS DEVELOPMENT, TELECOMMUNICATIONS OR NETWORKING.

-OR 6 MOS. EXP. AS INFORMATION TECHNOLOGY CONSULTANT 1, 64161.

-OR EQUIVALENT 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.