

Supplement A. Job Specifications.

INFORMATION TECHNOLOGY MANAGEMENT CONSULTANT 2-DCL (163170)

FUNCTION OF WORK:

To provide a strategic level of management consulting to various management levels within the department and to associated agencies for several of the following information technology areas: program analysis, planning, quality assurance, technical resource, project management, procurement, disaster recovery management and security.

Dual Career Ladder Job-This job is designated a Dual Career Ladder job as defined in Civil Service Rules 1.14.1.1 and 5.9, requiring performance of higher level, more complex duties and possession of advanced, specialized skills. A Civil Service Commission approved agency policy is required prior to implementation.

LEVEL OF WORK:

Advanced journeyman.

SUPERVISION RECEIVED:

Broad review from higher level Information Technology or management personnel.

SUPERVISION EXERCISED:

May exercise direct line supervision over Information Technology Management Consultants 1, and functional supervision over professional and technical staff on a project basis. Supervision is not considered a mandatory duty of this position.

LOCATION OF WORK:

Information Technology sections of all state agencies, or in a programmatic office of a large department.

JOB DISTINCTIONS:

Differs from Information Technology Management Consultant 1 by the presence of responsibility for multiple program areas or the responsibility for leading a staff in assigned program areas or functions and by designation as a Dual Career Ladder Job.

Differs from Information Technology Management Consultant Supervisor by the absence of supervisory responsibility for multiple complex program areas and/or the responsibility for leading a staff in multiple program areas or functions requiring a broad knowledge of multiple intricate technology practices and concepts.

EXAMPLES OF WORK:

Performs management consultant functions for multiple or complex assigned program areas or support sections in the areas of program analysis, planning, technical resource, quality assurance projects, procurement, disaster recovery management and security.

Reviews requests for information services, recommending the most efficient and effective method of accomplishment.

Assists in development of a systems development methodology for the departments management information systems.

Determines the educational needs of the department in regard to information technology.

Coordinates or supervises the development and implementation of educational programs on information technology.

Provides technical expertise in analyzing, defining, acquiring, and implementing application software packages, office automation software, educational programs, security and administration programs and quality assurance reviews.

Provides technical expertise on various software packages for user access to management information on various office systems products.

Provides technical expertise on information management, security and administration, and in analyzing, defining, acquiring and implementing office systems software.

Assists program managers in developing their short- and long-range systems needs, and recommends resources, time frames and procedures for meeting their objectives.

Provides consulting services on effective use of system development methodology for information systems in several program areas.

Conducts quality assurance reviews for existing systems and services in multiple or complex program areas or support sections by monitoring systems and interacting with senior management.

Conducts reviews of proposed systems in multiple or complex program areas or support sections to ensure that the most effective designs are utilized to best support needs of senior management.

Provides systems and technical expertise on projects involving the development of information technology to support the departments programs or support sections.

Evaluates and makes recommendations on installed products or services in the areas of user access software and office systems products.

MINIMUM QUALIFICATIONS:

A baccalaureate degree plus six years of professional level experience in computer systems programming; or in systems, data base or network enterprise systems support (hardware or software level). Two years of the required experience must have been in information technology management consulting work at the journeyman level or at the supervisory level in computer systems design or enterprise systems support.

SUBSTITUTIONS:

Experience or training in computer systems programming, computer operations, network communications, production control, electronic technician work, or computer system liaison work may be substituted for the required college training on the basis of one year of experience or training for two years of college.

A baccalaureate degree with twenty-four hours in computer science, management information systems (MIS), quantitative business analysis--computer science, Information Systems & Decision Sciences, Electrical Engineering, Computer Engineering, Computer Information Systems, or Telecommunications will substitute for one year of the required general experience.

A masters degree in any of the above listed fields will substitute for two years of the required general experience.

An associate degree in computer science may be substituted for the required baccalaureate degree.

NOTE:

Enterprise system support refers to the type of system for which support is being done. For example, stand alone PC support is not qualifying versus LAN system support which is qualifying. System software, database and network (LAN, WAN) are the three types of enterprise system support.

NOTE:

Some qualifying jobs in state service are as follows:

Old titles:

Information Systems Applications Programmers (general)
Information Systems Technical Support Specialists (general)
Information Systems Technical Support Supervisor (general and specialized)
Information Systems Network Technicians (general)
Information Systems Applications Programmer/Analysts (general)
Information Systems Applications Project Leader (general and specialized)
Information Systems Applications Managers (general and specialized)
Information Systems Management Consultants (general and specialized)

New titles:

Information Technology Applications Programmers (general)
Information Technology Technical Support Specialists (general)
Information Technology Technical Support Supervisor (general and specialized)

Information Technology Technical Support Analysts (general)
Information Technology Applications Programmer/Analysts (general)
Information Technology Applications Project Leader (general and specialized)
Information Technology Applications Managers (general and specialized)
Information Technology Technical Support Consultant (general)
Information Technology Management Consultants (general and specialized)