

**STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION**

<u>CLASSIFICATION SERIES</u> CONSULTANT / ARCHITECT	**DRAFT**	<u>SERIES NUMBER</u>
<u>MAJOR AGENCIES</u> ALL AGENCIES		<u>EFFECTIVE</u>

SERIES PURPOSE

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

CLASS TITLE

Consultant / Architect 1

CLASS NUMBER

PAY RANGE

EFFECTIVE

CLASS CONCEPT

The Consultant / Architect 1 works under general direction with thorough knowledge of current goals and objectives in IT in order to assist in developing and updating the agency strategic Information Technology plan; participate in working groups of Domain Architects, Generalists and other staff in authoring Information Technology plan components; participate in and assists in guiding enterprise architecture projects or other agency programs that focus on one discipline (database management, infrastructure, and software development, security, etc.).

CLASS TITLE

Consultant / Architect 2

CLASS NUMBER

PAY RANGE

EFFECTIVE

CLASS CONCEPT

The Consultant / Architect 2 works under general direction with thorough knowledge of current goals and objectives in IT in order to assist in developing and updating the agency domain specific strategic Information Technology plan(s); leads and guides specific agency programs in one discipline (database management, infrastructure, and software development, security).

CLASS TITLE

Consultant / Architect 3

CLASS NUMBER

PAY RANGE

EFFECTIVE

CLASS CONCEPT

The Consultant / Architect 3 works under general direction with thorough knowledge of current goals and objectives in IT in order to develop and recommend the agency enterprise strategic Information Technology plan; collaborate with IT professionals and staff; lead specific enterprise architecture projects within the enterprise architecture program, including projects that span multiple enterprise architecture discipline (database management, infrastructure, and software development, security).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Consultant / Architect 1				

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. Communication & Collaboration
 - a. Assists Consultant / Architect 2 or 3, CIO or IT Managers to obtain support of the achievement of current IT goals and objectives
 - b. Assists staff to ensure communication is easily understood by intended audiences, including non-technical staff
2. Research
 - a. Provides focused research
 - b. Edits research deliverables
 - c. Vets research deliverables within the assigned Enterprise Architecture or Domain team
3. Publish Enterprise Architecture Artifacts
 - a. Edits or creates for recommendation and approval Enterprise Architecture or IT artifacts, including, but not limited to, policies, procedures, standards, guidelines, best practices and position papers
4. Leadership
 - a. Seeks to develop advanced leadership skills
 - b. Self-assesses (continually)
 - c. Works to improve leadership capabilities
 - d. Seeks feedback consistently from senior Enterprise Architecture or IT staff.
5. Project Management
 - a. Seeks to develop expertise in leading complex initiatives and knowledge of organizational improvement frameworks (Six Sigma, CoBit, ITIL, etc.)
 - b. Seeks to develop expertise in project management methodologies
 - c. Becomes expert in risk identification and mitigation
 - d. Manages successful Enterprise Architecture or IT program and project responsibilities
6. Solutions Design
 - a. Works with senior architect, CIO or IT Manager to design solutions that meet the agency's requirements
 - b. Assists analysis of the solution design's business case
 - c. Authors portions of the solution business case
7. Solution Fulfillment
 - a. Provides input and assistance preparing procurement statements, work or capability requirements
 - b. Provides input into agency budget process

MAJOR WORKER CHARACTERISTICS

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

UNUSUAL WORKING CONDITIONS

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Consultant / Architect 2				

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. Communication & Collaboration
 - a. Collaborates with agency staff to obtain support of the achievement of Enterprise Architecture goals and objectives
 - b. Collaborates with agency staff to implement Enterprise Architecture programs in one or more assigned domain areas (business, information, technical, security)
 - c. Ensures communication is easily understood by intended audiences, including non-technical staff
2. Research
 - a. Establishes domain-specific research agenda
 - b. Provides focused research on assigned domains
 - c. Authors research deliverables
 - d. Vets research deliverables within the Enterprise Architecture team
3. Publish Enterprise Architecture Artifacts
 - a. Edits and/or authors IT domain specific artifacts, including, but not limited to, policies, procedures, standards, guidelines best practices and position papers
4. Leadership and management
 - a. Seeks to develop advanced leadership skills
 - b. Self-assesses continually
 - c. Works to improve leadership capabilities
 - d. Seeks feedback consistently from senior Enterprise Architecture staff
5. Project Management
 - a. Improves expertise in leading complex initiatives
 - b. Improves knowledge of organization improvement frameworks (Six Sigma, CoBit, ITIL, etc.)
 - c. Improves project management methodologies
 - d. Increases expert abilities in risk identification and mitigation
 - e. Manages successfully Enterprise Architecture program and project responsibilities as it applies to their domain specific areas
6. Solutions Design
 - a. Works with the senior architect to design solutions that meet the agency's requirements
 - b. Assists analysis of the solution design's business case
 - c. Authors portions of the solution business case
7. Solution Fulfillment
 - a. Provides input into or authors procurement statements, work or capability requirements
 - b. Provides input into agency budget process

MAJOR WORKER CHARACTERISTICS

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

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<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Consultant / Architect 3				

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. Communication & Collaboration
 - a. Collaborates with agency staff to implement Enterprise Architecture programs
 - b. Ensures that Enterprise Architecture communication is easily understood by intended audiences, including non-technical staff
2. Research
 - a. Provides input into the agency's research agenda
 - b. Organizes research work teams
 - c. Authors and edits research deliverables
 - d. Vets research deliverables within the Enterprise Architecture team
3. Publish Enterprise Architecture Artifacts
 - a. Edits and authors Enterprise Architecture artifacts, including, but not limited to, policies, procedures, standards, guidelines, best practices and position papers
4. Leadership and management
 - a. Demonstrates advanced leadership skills
 - b. Monitors and assesses subordinates leadership capabilities continually
 - c. Seeks opportunities to coach and mentor Enterprise Architecture staff consistently
5. Project Management
 - a. Demonstrates expertise in leading complex initiatives
 - b. Demonstrates knowledge of organizational improvement frameworks (Six Sigma, CoBit, ITIL, etc.)
 - c. Demonstrates project management methodologies
 - d. Demonstrates expert skills in risk identification and mitigation
 - e. Manages Enterprise Architecture program and project responsibilities successfully
 - f. Coordinates and assigns planning efforts/initiatives to Domain Architect staff within the context of a given Enterprise Architecture project
6. Solutions Design
 - a. Works with the managing architect to ensure that the solution (systems) design meets the agency's requirements
 - b. Analyzes solution design's business impact
 - c. Authors, edits or publishes solution business case
7. Solution Fulfillment
 - a. Works with or coordinates staff to work with agency procurement staff to acquire solutions that meet the agency's solution design requirements
 - b. Authors or edits procedure statements or work or capability requirements
 - c. Provides input into the agency's budget process

MAJOR WORKER CHARACTERISTICS

(*)Developed after employment.

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