8309
INFORMATION SYSTEMS CONSULTANT 1

Nature of Work
Under direct supervision, performs entry-level work researching hardware/software capabilities and compatibility with user computer environment on various platforms and related information technology. Discuss data processing needs and problems with current systems with users. Performs needs analysis and feasibility studies. Assignments include special projects which may involve contact with other state agencies and staff at various levels. Assists in the writing and reviewing of major procurement documents to enable agencies to purchase hardware/software and complete systems. May act as the Office of Technology (OT) representative on special projects. Performs related work as required.

Distinguishing Characteristics
All levels of Information Systems Consultant research hardware/software capabilities and compatibilities for various platforms. At this level, the incumbent is in a training capacity and as skills are demonstrated advances to less routine assignments and performs independently. As project management skills are acquired and increased, Information Systems Consultant 1's may be assigned the responsibility for projects involving procurement of a single system and/or analysis of less complex systems. The Information Systems Consultant1 is distinguished from the higher levels by the complexity of reviews and projects.

Examples of Work
Meets and works with users to discuss and define automation needs and problems with an agency's current system and to analyze future needs.
Advises the user on recommended information technology resources.
Contacts other states to evaluate the implementation of similar systems and determines the availability of software written for government applications.
Researches technical resources; contacts vendors to locate hardware/software with specific capabilities to perform necessary functions and with compatibility to user systems.
Reviews hardware/software and information technology related requests for cost effectiveness and technical feasibility.
Approves hardware/software and information technology related requests at an agency designated level.
Makes recommendations on routine procurements; assists in writing major procurement documents; may be assigned project responsibility for procurement documents in area of expertise; may assist agencies on related procurement processing issues with the Purchasing Division.
Works on special projects as assigned; may be assigned responsibility for projects involving a single division and less complex agency-wide projects.
Develops and maintains knowledge for several assigned areas of expertise of information systems technology to serve as a resource to OT and other state agencies.
Researches industry resources, attends training courses and observes vendor demonstrations to gain knowledge of other systems.
Documents research of special projects.
May travel to vendor demonstrations to learn the capabilities of proposed systems.
May function as a liaison between agencies and information technology vendors.

Knowledge, Skills and Abilities
Knowledge of capabilities and limitations of information technology systems.
Knowledge of data processing/word processing concepts.
Knowledge of information technology hardware/software and its terminology.
Knowledge of data communications.
Knowledge of PC based word processing, spreadsheet and database programs.
Ability to conduct effective interviews.
Ability to analyze and evaluate work environments, information technology systems and information
        processes.
Ability to evaluate existing systems and to understand their structure and component parts.
Ability to prepare flow charts, graphs, tables and status reports.
Ability to communicate effectively, both orally and in writing.

Minimum Qualifications
Training: Bachelor's degree from a regionally accredited college or university with a minimum of six (6) semester hours in computer science.
Substitution: Bachelor's degree from a regionally accredited college or university and one (1) year of full-time or equivalent part-time paid experience in computer sales, computer consulting or in a position utilizing information technology writing or research skills.
OR
Successful completion of twenty (20) semester hours from an accredited college or university including a minimum of six (6) semester hours in computer science and two (2) years of full-time or equivalent part-time paid experience in computer sales, computer consulting or in a position utilizing information technology writing or research skills.

Established: 03/21/1996
Revised: 10/16/1998; 07/18/2013; 10/23/2017
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