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INFORMATION SYSTEMS CONSULTANT 2

Nature of Work
Under general supervision, performs full-performance level work researching hardware/software capabilities and compatibility with user computer environment on various platforms. Outlines the scope of the project for the user agency. Writes and reviews major procurement documents to enable agencies to purchase hardware/software. Assists agencies with long-range information system plans. Works as a project member on large projects or as a project leader on projects of medium complexity. Performs related work as required.

Distinguishing Characteristics
All levels of Information Systems Consultant research hardware/software capabilities and compatibilities for various platforms. The Information Systems Consultant 2 is distinguished from the Information Systems Consultant 1 and 3 by the complexity and scope of projects and assignments. The Information Systems Consultant 2 is further distinguished from the Information Systems Consultant 3 in that the Information Systems Consultant 3 is a project leader for projects which may have a significant impact on the statewide information systems environment of the state. The Information Systems Consultant 2 acts as a project leader in the creation of a Request for Proposal (RFP), Request for Quotation (RFQ), feasibility study, needs analysis or other similar scale major project involving more than one staff member from the Office of Technology (OT) and staff from other state agencies. The incumbent writes more complex procurement documents such as multi-site, multi-platform configurations.

Examples of Work
Meets with users to discuss proposed projects to update data processing/word processing systems.
Outlines the scope of the project for the user agency and prepares project estimate for review by
       supervisor.
Writes major procurement documents for purchase of complex and/or multi-site systems.
Researches technical resources to keep abreast of trends in the information systems and/or
       telecommunications marketplace.
Communicates with personnel of various levels in other states to compare acquisitions and cost
       effectiveness of proposed procurements.
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 vendor demonstrations to gain knowledge
       of other systems focusing on assigned areas of expertise.
Documents research for various projects.
Acts as a liaison between agencies and information technology vendors.
Writes technical manuals, correspondence or documentation.
Reports to management on progress of studies.
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.
May travel to vendor demonstrations to learn the capabilities of proposed systems.
May assist agencies on related procurement processing issues with the Purchasing Division and the
       Office of the Attorney General.

Knowledge, Skills and Abilities
Knowledge of capabilities and limitations of information technology.
Knowledge of data processing/word processing concepts.
Knowledge of information technology hardware/software and its terminology.
Knowledge of data communications.
Knowledge of purchasing practices and procedures.
Knowledge of agency and enterprise wide information technology systems
Ability to conduct effective interviews.
Ability to manage employee hours.
Ability to analyze and evaluate work environments, information technology systems and information processes.
Ability to evaluate existing systems of moderate complexity and to understand their structure and component parts.
Ability to analyze information problems and apply technical information solutions.
Ability to utilize project management skills.
Ability to prepare flow charts, graphs, tables and status reports.
Ability to communicate effectively, both orally and in writing.
Ability to use PC based word processing, spreadsheet and database programs.

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 thirty (30) semester hours from an accredited college or university including a minimum of six (6) semester hours in computer science and three (3) 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.
Experience: 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.
Promotional Only: One (1) year of experience as an Information Systems Consultant 1 may be substituted at the rate of one (1) year of experience for each three (3) required hours of computer science.

Established: 03/21/1996
Revised: 10/16/1998; 02/10/2003; 07/18/2013; 10/23/2017
Effective: 10/23/2017