

**8311**  
**INFORMATION SYSTEMS CONSULTANT 3**

**Nature of Work**

Under limited supervision, performs advanced level work as a project leader for transitory teams that are developed to implement a specific system; investigates the implications of acquiring and maintaining new technology; and researches hardware/software capabilities and compatibility with user computer environment. A typical team configuration consists of staff from various sections within the Office of Technology (OT) and staff from other agencies. Writes and reviews complex major procurement documents such as Requests for Proposal (RFP), Requests for Quotation (RFQ), and Requests for Information (RFI) for enterprise systems. Assists agencies with long-range data processing/work processing plans. 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 3 is distinguished from the Information Systems Consultant 1 and 2 by the complexity and scope of assignments. The Information Systems Consultant 3 acts as a project leader on large projects in the creation of complex documents for procurement of multi-station, multi-site, multi-agency configurations and integrated databases which may have significant impact on the information systems environment of the state and similar major projects. The Information Systems Consultant 3 works with less-tenured Information Systems Consultants in a training capacity. Advises the Information Systems Consultant Supervisor on the status of projects and the professional performance of project members.

**Examples of Work**

Meets with users to discuss the proposed project to update data processing and/or word processing systems.

Develops time frames and cost estimates for proposed projects.

Develops and outlines scope of proposed projects for user agencies.

Makes assignments to lower level Information Systems Consultants based on known workload, priorities and the assigned Information Systems Consultant's skill level.

Writes major procurement documents to obtain bids from vendors of information technology.

Researches technical literature to keep abreast of trends in the office automation and/or telecommunications marketplace.

Communicates with information technology consultants in other states to compare acquisitions and cost effectiveness of proposed procurements.

Documents research for various projects.

Acts as a liaison between agencies and information technology vendors.

Writes technical manuals, correspondence or documentation.

Prepares complex reports on the status of projects for management review.

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 new information technology equipment.

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**INFORMATION SYSTEMS CONSULTANT 3 (cont'd)**

**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.  
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 a high degree of 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 identify flaws in data elements.  
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 five (5) 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:** Four (4) 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 2 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: 03/21/1997; 10/16/1998; 02/10/2003; 07/18/2013; 10/23/2017  
Effective: 10/23/2017