POSITION DESCRIPTION

	AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Administrative Support Division	**UNIT OR OFFICE** InnovateOhio Platform Data Analytics	**COUNTY OF EMPLOYMENT** Franklin
This row is for Program Administrators & Project Managers ONLY	**Identify Program or Project** Enterprise Projects	**Estimated Duration of Project** Continuous

POSITION NUMBER 20101053

JOB CODE TITLE Information Technology Project Manager 2

JOB CODE 63385

☐ Reclassification ☒ New Position ☐ Update | Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION- IOP Data Analytics Organizational Change Management / Communications Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR Deputy Director 5 - State Chief Data Officer

☒ Permanent ☐ Temporary ☐ Intermittent | ☐ Classified ☒ Unclassified ☐ Essential | Overtime: ☐ Eligible ☒ Exempt   If FLSA Exempt, exemption type: | Bargaining Unit 22 PR 16 Page 1 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m.   TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Reporting to the State Chief Data Officer, , serves as the IOP Data Analytics Organizational Change Management (OCM) and Communications Manager: • Create and implement change management and communication strategies and standards. • Effectively identify and implement improvements to the change management strategy and methodology. • Lead efforts to drive faster user adoption, higher user utilization rates and greater proficiency of the changes across the IOP Data Analytics enterprise, including changes to business processes, systems, and technology. • Oversee team execution in accordance with OCM plans, tools, and methods, and support resource planning. • Responsible to define and measure success metrics, monitor change progress, and report related status/outcomes to leadership. • Review and provide input, document requirements, and support the design and delivery of job aids and training • Facilitate and promote adoption of IOP data analytics tools and capabilities for data analytics professionals. • Through agency engagement, identify and develop and/or structure job aids and training, including application labs and Ohio Data Analytics Academy. • Partner with agency lines of business, key leaders, and team members to promote change management to enable organizational readiness and sustained transformational change. • Identify and develop potential business process improvements. • Facilitate team and client meetings effectively.	**Knowledge:** 1. Change management principles, methodologies, and tools 2. Change and change process 3. Capacity planning 4. Project management life cycle methodologies, techniques & tools 5. Agile and Waterfall project management life cycle methodologies, techniques & tools* 6. ITIL* 7. Time management 8. Budgeting 9. Contract management processes & practices; 10. State procurement processes* 11. Supervision. 12. Risk assessment 13. Computer hardware & software **Skills & Abilities:** 1. Active listening 2. Organized with a natural inclination for planning strategy and tactics 3. Think critically and problem solve 4. Define problems, collect data, establish facts & draw valid conclusions 5. Exceptional communication skills - both orally and in writing 6. Ability to clearly articulate messages to a variety of audiences

List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE *Kathleen C. Madden/BBB*	DATE 9/19/2024

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POSITION DESCRIPTION

</td><td colspan="2">AGENCY/DEPT ID
DAS500000</td></tr>
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DIVISION OR INSTITUTION Administrative Support Division	UNIT OR OFFICE InnovateOhio Platform Data Analytics	COUNTY OF EMPLOYMENT Franklin
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POSITION NUMBER 20101053

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USUAL WORKING TITLE OF POSITION IOP Data Analytics Organizational Change Management / Communications Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 16 Page 2 of 3

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB CODE TITLE: Information Technology Project Manager 2

JOB CODE 63385

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Leads communications across IOP Data Analytics' key initiatives, assigns resources, reviews communication plans, and responsible for the successful execution of these plans: • Review communications strategies and messages to support effective, timely and accurate communications to internal/external stakeholders re: organizational/procedural changes across the enterprise. • Measure communication program effectiveness and develop specific strategies and initiatives to improve outcomes. • Responsible for well branded and professional presence of IOP Data Analytics and DataOhio Portal. • Develop and review all presentation materials. • Responsible for creative/effective approaches to communication. • Assess the current promotion/social media strategy (e.g., IOP Authenticated Website, Twitter, LinkedIn) and design/implement a new strategy to align with business goals and drive enterprise adoption of IOP Data Analytics tools and capabilities. • Generate, edit, publish, and share engaging content • Monitor web traffic metrics and develop/utilize surveys to assess effectiveness of communication strategies. • Represent IOP Data Analytics at agencies, boards, and commissions, conferences/other venues to promote the value and benefits of IOP Data Analytics products and services, vision, and encourage buy-in.	7. Ability to establish and maintain strong relationships 8. Ability to influence others and move toward a common vision or goal 9. Flexible and adaptable; able to work in ambiguous situations 10. Ability to coach the team to initiate and present the right questions to gain insight into the business issues and needed resolutions; 11. Provide ongoing reconciliation between long-term goals and short-term actions; 12. Resilient and tenacious with a propensity to persevere 13. Organized with a natural inclination for planning strategy and tactics 14. Establish and nurture positive relationships with and customer organizations, vendors and third parties; 15. Prepare meaningful, accurate & concise reports 16. Manage multiple demands or tasks 17. Requirements gathering 18. Change management certification 19. Operation of personal computer and associated hardware/software. 20. Use of project planning software (e.g., Atlassian)* *Developed after employment.
20	Manages the IOP Data Analytics OCM / Communications Staff: • Direct and manage activities of assigned OCM/Communications personnel, and independent consultants. • Assign resources to various projects and deliverables and communication development needs. • Balance and prioritize workload across the OCM/Communications team; ensuring that assigned OCM staff are constantly engaged, challenged, and performing diverse work. • Supervise direct reports/consultants (e.g., approves time & attendance; performance evaluations; sets goals; recommends hiring, promotion, demotion, dismissal, suspension, or discipline; determines staffing levels).	

List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE *Kathleen C. Madden*/BBB	DATE 9/19/2024

POSITION DESCRIPTION

POSITION DESCRIPTION	**AGENCY/DEPT ID** DAS500000

DIVISION OR INSTITUTION Administrative Support Division	UNIT OR OFFICE InnovateOhio Platform Data Analytics	COUNTY OF EMPLOYMENT Franklin
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☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 16 Page 3 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):
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JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB CODE TITLE Information Technology Project Manager 2

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	• Mentor team members to broaden their understanding of advanced organizational change management and communications, business & information technology concepts, improving their ability to handle increasingly complex work. • Manage career development and support team members in achieving individual goals and meeting customer requests. Performs other related duties as assigned.	

JOB CODE 63385

List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE Kathleen C. Madden/BBB	DATE 9/19/2024