

STATE OF NEBRASKA  
CLASS SPECIFICATION  
EST: 1/08 – REV: 1/08

CLASS CODE: G07070  
SALARY GRADE: 23  
OVERTIME STATUS: E

### STATE INFORMATION TECHNOLOGY POLICY AND PLANNING ADMINISTRATOR

DESCRIPTION: Under general direction, represents the Office of the Chief Information Officer (CIO) and Nebraska Information Technology Commission (NITC) to coordinate matters of statewide technology policy and strategic direction on both governmental and private sector technologies. Administers and provides leadership for the Statewide Technology Plan, recommends technology standards, policies and guidelines, provides research and strategic planning services for State Government and statewide technology. Has functional responsibility for CIO staff that manage the NITC councils, strategic planning, project management planning, business planning and continuity, GIS Steering Committee, and statewide technology disaster recovery.

DISTINGUISHING CHARACTERISTICS: This is a single position that works within the office of the CIO, reports to the CIO; and develops, recommends, and implements information technology policy at a state government and statewide level. May also be responsible for enterprise level operational activities. This position supervises staff at the IT Manager II level or higher.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Works with Lt. Governor and/or CIO to facilitate the Nebraska Information Technology Commission for development of the Statewide Technology Plan. Manages the various NITC councils, ensures work is performed in accordance with statutes and procedures as required. In coordination with Lt. Governor, sets agendas, and recommends statewide technology policy for the commission. Creates and manages the process that State Government entities utilize to propose and request IT project funding through the NITC. Develops and administers NITC budget.

Develops and administers the Statewide Technology Plan by synthesizing NITC council goals. Facilitates and ensures completion of major NITC initiatives such as shared services and distance education. Provides leadership and directs work activities of CIO staff that assume leadership of various NITC councils and the GIS steering committee.

Works with Lt. Governor and/or CIO to facilitate state government disaster recovery planning, policy, procedure, and prioritization with State Agency Directors.

Provides leadership and oversight of IT security within statewide government. Supervises the State Security Officer, and assures state government has appropriate IT security standards and operational practices in place. Develops, recommends, and implements overall state government IT security policy.

Facilitates technology sharing between governmental entities to promote fiscal efficiency.

Manages the Project Management office for State Government. Identifies IT work done by agencies that needs formal project management and ensures that the project is using appropriate project management principles and methodology.

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Manages and oversees the GIS staff and Steering Committee on a statewide basis. Responsible for moving GIS from a policy to operational capacity. Facilitates GIS collaboration between state government and political subdivisions such as counties and Natural Resource Districts. Develops and implements GIS statewide policy.

Assists state agencies with IT strategic planning.

Testifies to legislature on behalf of the NITC and Office of the CIO as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: Nebraska State Government, Nebraska Statutes relating to Information Technology, CIO rules and regulations, technical, operational and policy aspects of Information Technology.

Ability to: Interpret and apply state and federal laws, rules, and regulations, labor contract, and agency rules and regulations, influence policy, make sound technical, operational, and policy determinations, manage technical staff.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance and/or other evaluations.)

Knowledge of: State government, existing and emerging information technology, client relations, business methods, policy development, formal collaboration and facilitation techniques, budget and cost allocation principles.

Ability to: Persuade, facilitate groups of all levels, influence policy, and administer, develop and implement strategic plans within a large organization.

Skill in: Active listening; active learning; analytical and critical thinking; coaching and developing others; influencing others, communicating with others; solving complex problems; customer service; deductive and inductive reasoning; developing objectives and strategies; evaluation information against standards; identification of causal factors; identifying downstream consequences; implementation planning; information organization; initiative; innovation; judgment and decision making; oral and written comprehension and expression; planning and prioritizing; persuasion; providing consultation and advice to others; resolving conflict/negotiating with others; solution appraisal; system evaluation; time management.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of education, training and/or experience that will enable an individual to possess the required knowledge, skills and abilities. A general qualification guideline is a bachelor's degree in Managing Information Systems or a related field with a Master's degree preferred, AND five to seven years experience with state government, and extensive related technical, business, and policy level information technology experience including supervision of technical staff. Prefer experience in one of the following disciplines: GIS, Project Management, Application Development, e-health, disaster recovery, or business continuity planning.