

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support Division

UNIT OR OFFICE
IT Services

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Programmer Specialist 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
4420.0 Network Administrator Supervisor

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	<p>Designs & writes new &/or modifies existing large &/or complex computer programs to meet information & automation needs of customers: (e.g., interviews customers; documents current procedures & methods; builds lists of desired requirements; utilizes knowledge of department policies & procedures to assist with determination of appropriate technology; provides flowcharts, data diagrams, screen & report mock-ups, & other documentation to fully represent the desired product; codes &/or develops deliverables in the chosen technology/language; implements packaged software; conducts testing & quality assurance reviews of designed product to produce an efficient, functional deliverable that meets all requirements; creates test plans to monitor/track testing of product; reviews product for compliance with design; organizes and assists in customer testing of product; completes change requests &/or enhancements; acts as liaison between programming staff & customers; assists with interpretation of design into technical product; promotes completed products into production status & use by customers; completes documentation on deliverables, including training manuals & user guides; creates technical manuals for on-going operation & maintenance; conducts user training; implements deliverables).</p>	<p>Knowledge of (1) policies & procedures, (2) computer software package programming (3) electronic data processing systems (e.g., mainframe, PC & server platforms); (4) design methodology; programming tools & techniques (e.g., HTML, ASP, Dreamweaver*, Vignette*, Visual Basic, Crystal Reports); (5) databases & data relationships (e.g., Access, SQL*, Oracle*); (6) data interfaces; email concepts (e.g. Outlook Exchange, Lotus Notes*); (7) web browser (e.g., Internet Explorer, Netscape). Skill in (8) coding of programming languages (e.g., Visual Basic, ASP*, HTML, Lotus Script); (9) office automation tools (e.g., Word, Excel); (10) graphics packages (e.g., Visio, Photoshop*, Adobe Acrobat, PowerPoint*); (11) desktop hardware (e.g., personal computer, monitor, keyboard, CD-Rom, diskette reader). Ability to (12) define problems, collect data, establish facts & draw valid conclusions; (13) convert abstract concepts & requirements into automated technology; (14) cooperate with co-workers on group projects.</p>

POSITION CONTROL NUMBER
4436.0

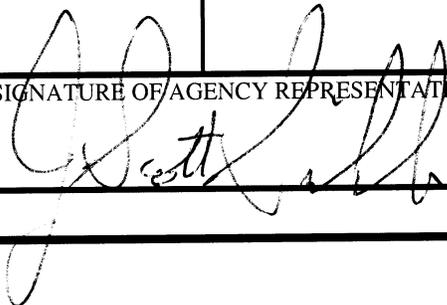
CLASS TITLE
Programmer Specialist 1

CLASS NUMBER
64141

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9/15/06

APD 9/20/06

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Programmer Specialist 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
4420.0 Network Administrator Supervisor

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	Performs all necessary tasks to process new computer equipment & remove & replace other computer equipment (e.g., monitors, central processing units, keyboards): pulls, pushes, lifts or otherwise moves computer equipment weighing up to 50 lbs.; unpacks new computer equipment from cartons (e.g., loads cartons on cart & moves boxes to install location &/or loads cartons on cart & moves to processing area); installs computer equipment (e.g., lifts out of box & places on workstation; connects all cables); installs & configures application software & operating system; troubleshoots problems, updates inventory.	Knowledge of 1, 2, 3, 4, 5, 6, 7 Skill in 8, 9,10, 11 Ability to 12,13, 14
40	Responds to client help request; troubleshoots software, network, & workstation issues; provides technical assistance to technical support staff for troubleshooting of network, workstations & other devices to resolve complex or recurrent problems: Performs installs and operation of off-the-shelf software packages (e.g., installs off-the-shelf software or applications from portable media to desktop platforms; reviews & researches documentation; coordinates use of tools or applications with customers & other ITS staff members; documents procedures for use of off-the-shelf software tools or applications); attends seminars &/or classes for training in data communications, telecommunications services &/or network administration; performs other duties as assigned by Desktop Services Manager.	Knowledge of 1, 2, 3, 5, 6, 7, Skill in 8, 9,10, 11 Ability to 12,13, 14

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Scott J. ...

9/15/06

POSITION CONTROL NUMBER
4436.0

CLASS TITLE
Programmer Specialist 1

CLASS NUMBER
64141

APD 9/20/06 MP