

# POSITION DESCRIPTION

OHIO DEPARTMENT OF  
ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Administrative Services

UNIT OR OFFICE  
Information Technology Services

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Systems Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005465 Information Technology Manager 1

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

Page 1 of 2

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	<p>Working knowledge of computer science &amp; computer systems analysis in order to analyze &amp; design large &amp;/or complex computer systems (e.g., web applications, windows based applications); assess customer needs (e.g., interviews customers; documents current procedures &amp; methods; builds lists of desired requirements); assists with determination of appropriate technology; provides flowcharts, data diagrams, screen &amp; report mock-ups; codes &amp; develops deliverables in the chosen technology/language; conducts testing &amp; 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 &amp; assists in customer testing of product; completes change requests &amp;/or enhancements; acts as liaison between programming staff &amp; customers; assists with interpretation of design into technical product; promotes completed documentation on deliverables (e.g. training manuals &amp; user guides) creates technical manuals for on-going operation &amp; maintenance; conducts user training; implements deliverables.</p>	<p>Knowledge of (1) computer science &amp;/or electronic data processing systems (e.g., PC &amp; Server platforms; design methodology); (2) programming tools &amp; graphics design software (e.g., Dreamweaver, Visual Studio .NET, Adobe Photo Shop, Adobe Acrobat Pro); (3) databases &amp; data relationships (e.g., Access, SQL, Oracle); (4) data interfaces; (5) email concepts (e.g., Outlook Exchange); (6) web browser (e.g., Internet Explorer, Fire fox); (7) hypertext markup language (e.g., HTML). Skill in (8) operation of a personal computer &amp; related software (e.g., Dreamweaver, Adobe Photoshop, Visual Studio .Net, Adobe Acrobat Professional) (9) coding of programming languages (e.g., COBOL, JAVA, Visual Basic, Visual Basic .NET); (10) office automation tools (e.g., Word, Excel); (11) graphics packages (e.g., Visio, Adobe Photoshop, Adobe Acrobat, PowerPoint); (12) desktop hardware (e.g. personal computer, monitor, keyboard, CD-rom, diskette reader). Ability to (13) define problems, collect data, establish facts &amp; draw valid conclusions; (14) convert abstract concepts &amp; requirements into automated technology; (15) recognize errors &amp; make corrections to print &amp; electronic material; (16) handle sensitive inquires from &amp; contacts, officials &amp; general public; (17) gather, collate &amp; classify information about data, people or things; (18) cooperate with co-workers on group projects; (19) communicate effectively in speech and writing; (20) interview customers &amp; asses needs.</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



6-1-09

POSITION NUMBER  
20005455 (4004.0)

JOB CODE TITLE  
Systems Analyst 2

JOB CODE  
64122

APD 6-1-09

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40	Provides application solutions for Department of Administrative Service's Internet & Intranet: uses Visual Studio .Net to maintain DAS applications; updates applications; monitors applications for accuracy; converts off-line information to online formats (e.g., HTML, PDF, ASP, ASPX); manipulates images & web layouts; combines photographic, text & other files types between various computer systems & formats; & optimizes graphics for web display; provides Web based application support for program sites; consults with program representatives; transforms customer concepts, business processes & verbal instructions into finished applications; researches, evaluates, tests, makes recommendations for revisions & implements applications for customers; assists with tracking of work activities for assigned projects (e.g., develops project plan with other higher level systems analysts and other team members, tracks tasks performed against plan to determine status).	Knowledge of 1, 2, 3, 4, 5, 6, 7 Skill in 8, 9, 10, 11, 12 Ability to 13, 14, 15, 16, 17, 18, 19, 20
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JOB CODE TITLE  
Systems Analyst 2

APD 6-9-09 *[Signature]*

JOB CODE  
64122

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*[Signature]*

6/1-09