

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Information Technology Services

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Systems Analyst 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005470 Information Technology Supervisor 2

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
50	<p>Analyzes & designs small &/or simple computer systems with assistance from higher-level systems analysts: analyzes & designs windows based applications &/or mainframe applications to meet information & automation needs of customers (e.g., interviews customers, documents current procedures & methods, builds lists of desired requirements, assists with determination of appropriate technology, provides flowcharts, data diagrams, screen & report mock-ups, & other documentation to fully represent the desired product; codes and develops deliverables in the chosen technology/language; 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; completes & promotes 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) electronic data processing systems (e.g., mainframe, PC & Server platforms); (2) programming tools & techniques (e.g., HTML, ASP, Dreamweaver, Visual Studio .NET); (3) databases & 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); Skill in (7) operation of a personal computer & related software (i.e., Dreamweaver, Adobe Photoshop, Visual Studio .Net, Adobe Acrobat Professional); (8) coding of programming languages (e.g., COBOL, CICS, FoxPro, Visual Basic, Visual Basic .NET); (9) office automation tools (e.g., Word, Excel); (10) graphics packages (e.g., Visio, Adobe 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 NUMBER
20005468(4304.0)

JOB CODE TITLE
Systems Analyst I

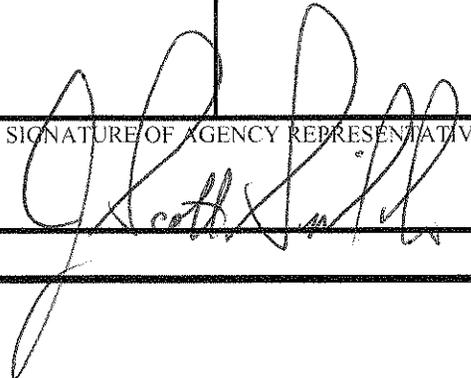
APD 8-14-00

JOB CODE
64121

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



8/7/00

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Page 2 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB CODE TITLE
Systems Analyst 1

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
35	Provides web solutions for Department of Administrative Service's Internet & Intranet. Uses Visual Studio .Net &/or Dreamweaver to maintain DAS's web presence: updates pages; monitors pages for accuracy, broken links & compliance to regulatory requirements; converts off-line information to online formats (e.g., HTML, PDF, ASP, ASPX); manipulates images and web layouts; combines photographic, text & other files types between various computer systems & formats; optimizes graphics for web display; provides Internet web support for program sites; consults with program representatives; transforms customer concepts, business processes & verbal instructions into finished web pages; works with senior systems analysts to provide web application design & deployment; researches, evaluates, tests, makes recommendations for revisions & implements web solutions for customers; assists with tracking of work activities for assigned projects: (e.g., develops project plan in cooperation with higher level systems analysts and other team members; tracks tasks performed against plan to determine status).	Knowledge of (15) visual communications (e.g., written, verbal, visual); (16) graphic/design software (e.g., Photoshop, Macromedia Dreamweaver); (17) Graphic file formats (e.g., .jpg, .pdf, .gif, .psd); (18) hypertext markup language (i.e., HTML). Skill in 7, (19) use of HTML, ASP, ASPX to create & edit web pages. Ability to 12, 13, 14, (20) electronically design print materials & web sites/web pages; (21) recognize errors & make corrections to print & electronic material; (22) handle sensitive inquires from & contacts with officials & general public.
15	Delivers on-going support for production systems: (e.g., customer training of new employees; code table maintenance; periodic scheduled maintenance &/or production processes; ad hoc reporting); Performs implementation & operation of off-the-shelf software packages: (e.g., installs off-the-shelf software tools or applications from portable media to desktop or server platforms; reviews & researches documentation; conducts pilot uses to gain experience & knowledge; coordinates use of tools or applications with customers & other staff members; documents procedures for use of off-the-shelf software tools or applications); Performs other technical & analytical duties: (e.g., attends seminars &/or classes to remain current in knowledge of hardware & software technology; creates procedures & standards as part of a team; coordinates development efforts with other agencies & private sector representatives).	Knowledge of 1, 2, 3, 4. Skill in 7, 8, 9, 10, 11. Ability to 12, 13, 14, 20, 21, 22.

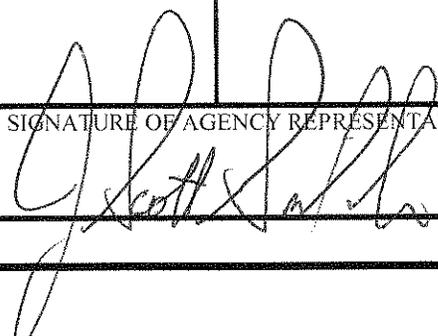
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APD 8-14-08

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8/7/08