

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Administrative Support

UNIT OR OFFICE  
Information Technology Services

POSITION NUMBER  
20005473

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Systems Analyst 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005470 Information Technology Supervisor 1

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

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	<p>Analyzes &amp; designs large &amp;/or complex computer systems (e.g., N-Tier design methodology, web applications, windows based applications, etc.) to support the Information Technology Services (ITS) staff &amp; Department of Administrative Services (DAS) customers: responsible for using the knowledge of computer science &amp; computer systems analysis in order to analyze &amp; assess customer needs (e.g., interviews customers; documents current business procedures &amp; processes; documents commensurate technical specifications, creates project charters with specifications, time and cost estimates); assists with interpretation of design into technical product; assists with determination of appropriate technology; responsible for creating database designs &amp; providing flowcharts, data diagrams, screen &amp; report mock-ups (e.g., Data Flow Diagrams, Entity-Relationship Modeling, Unified Modeling Language); 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; 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; N-Tier design methodology); (2) Internet 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, Data Flow Diagrams, Entity-Relationship Modeling, Unified Modeling Language); (4) data interfaces; (5) email concepts (e.g., Outlook Exchange); (6) web browser (e.g., Internet Explorer, Fire fox); (7) hypertext markup language (i.e., HTML, ASP, .Net).</p> <p>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, .ASP .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).</p> <p>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; assess needs.</p>

JOB CODE TITLE  
Systems Analyst 2

APD 4-8-09

JOB CODE  
64122

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*[Handwritten Signature]* 3/6/09

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40	<p>Provides Internet &amp; Intranet application solutions services for the Department of Administrative Services, Governor's Office &amp; the Ohio Administrative Knowledge System (OAKS) staff: uses Visual Studio .Net to maintain DAS applications; updates applications; monitors applications for accuracy; converts off-line information to online formats (i.e. HTML, ASP, .NET); manipulates images &amp; web layouts; combines photographic, text &amp; other files types between various computer systems &amp; formats; &amp; optimizes graphics for web display; provides dynamic Web based application support for program sites (i.e., writing SQL queries); consults with program representatives; transforms customer concepts, business processes &amp; verbal instructions into finished applications; researches, evaluates, tests, makes recommendations for revisions &amp; 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); responsible for analyzing &amp; designing computer systems using software applications (e.g., Dreamweaver, Adobe Photoshop, etc.) in order to meet the needs of ITS customers; creating ASP.Net form to interact with OMNICOM.</p>
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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.

**Position Specific Minimum Qualifications**

12 months exp. in utilizing Internet applications development software (i.e., HTML, .ASP .NET).

3 months exp. in database design (e.g., Data Flow Diagrams, Entity-Relationship Modeling, Unified Modeling Language).

12 months exp. writing SQL queries.

18 months exp. in system design utilizing large/complex applications (e.g., N-Tier)

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