100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302230

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	HCM & Agency HR Support HCM Reporting & Security	Franklin

POSITION NUMBER 20005860

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Programmer Analyst	20005815 Business Transformation Manager

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 A.M. TO: 5:00 P.M.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Responsible for the analysis, design, modification, testing, debugging, user-support & maintenance of the existing Exempt Professional Development Program (EPDP) Educational Assistance & Computer Purchase Program Database applications & the Workforce Development PC Loan Database application consisting of: multiple Microsoft Access databases containing a multitude of screens (forms), reports, queries, macros, Visual Basic code modules & imports to & from Ohio Administrative Knowledge System (OAKS); performs biweekly import of data from OAKS; works with OAKS programmers to correct OAKS SQL programs in order to obtain valid data for EPDP; performs biweekly system maintenance of EPDP & WD PC databases; performs routine data integrity evaluation; works with users to ensure system performs as necessary & meets user needs; analyzes user needs & designs, programs, test, implements new features as needed; creates new &/or one-time reports from user request.	Knowledge of (1) agency policies, procedures, rules & laws*; (2) high-level computer programming languages, databases & technologies (e. g., COBOL, MVS, JCL, CICS, Visual Basic, VSAM, DB2, MS SQL Server, MS Access); (3) computer systems analysis & design; (4) employee training & development*; (5) algebra; (6) programming for human resources programs (e. g., payroll, position control, professional development, benefits). Skill in: (7) operation of computer terminal & peripheral equipment. Ability to: (8) interpret variety of technical computer manual & documentation; (9) write instruction manuals & documentation; (10) communicate verbally on technical & non-technical matters; (11) gather, collate & classify information about data, people or things; (12) cooperate with others on group projects; (13) move limbs/fingers easily to perform manual functions repeatedly.
65	Develops system documentation, flowcharts & user training; utilizes OAKS HCM Finance to verify various employee & financial data; creates reports & downloads data from OAKS using COGNOS & PS Query; works with Department of Administrative Services - Information Technology Services to design a new online database application for the EPDP (education & CPP) & Union Educational Programs (i. e., 1199, OEA, OSTA1, OSTA15, * FOP).	Knowledge of: 1*, 2, 3, 4*, 5, 6. Skill in: 7. Ability to: 8, 9, 10, 11, 11, 12, 13. *developed after employment

JOB CODE TITLE Programmer Analyst 3

JOB CODE 64113

APD 9-1-09

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		8/7/09