

POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS302230
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE HCM Support	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005860 JOB TITLE PROGRAMMER ANALYST 3 JOB CODE 64113	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Programmer Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005947 Deputy Director 4	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 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 Plan 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 and from OAKS; performs biweekly import of data from Ohio Administrative Knowledge System (OAKS); works with OAKS programmers to correct OAKS SQL programs in order to obtain valid data for EPDP; performs bi-weekly 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, tests, implements new features as needed; creates new &/or one-time reports from user requests.	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 on-line 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, 12, 13 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5.18.09
--	--	-----------------