

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
Business Office

POSITION NUMBER  
2005861 (23119.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION: Programmer Analyst - (Intermittent)    POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 2005947 Deputy Director 4

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	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.
50	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. Skill in: 6 & 7. Ability to: 7, 8, 9, 10, 11, 12.  *developed after employment

JOB CODE TITLE  
Programmer Analyst 4

JOB CODE  
64114

*APD 4/19/08*

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Mitchell C. Sealey*

*11.03.08*