100-400R

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Enterprise Shared Services

POSITION NUMBER 20006336 (41512.0)

JOB CODE TITLE Systems Analyst 2

JOB CODE 64122

☒ 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
20006346 Information Technology Consultant 3

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
55	Analyzes & designs a full range of computer systems to support the Office of Information Technology (OIT) software applications [e.g., OAKS EFT Remittance Lookup, IT Investment & Planning (ITIP), Release & Permit, State Procurement]: gathers & documents user requirements for software applications by analyzing user needs & existing functions to determine feasibility & requirements for computerization such as hardware configurations, maintenance support, memory storage devices; prepares estimates of time, cost, supplies &/or personnel; analyzes hardware & software alternatives & recommends selection to users & higher-level authorities; develops system flow charts; writes program specifications; gathers business requirements from customers & coordinates with analysts who design system test procedures & tests system for validity & reliability; designs databases; designs software adaptations & provides on-going system maintenance & evaluation; works in conjunction with appropriate staff in application development process & utilizes the Software Development Life Cycle methodology (SDLC); gathers & analyzes business requirements; develops user requirements documents & use cases; serves as liaison to Investment & Governance Division (IGD) on application modifications, enhancements & improvements; facilitates meetings with stakeholders or business process owners & software development team; develops & edits technical documentation.	Knowledge of (1) computer hardware & software; (2) software applications (e.g., OAKS EFT Remittance Lookup, ITIP, Release & Permit & State Procurement)*; (3) production, development & testing environments; (4) SDLC methodology; (5) computer systems analysis & design; (6) project management; Skill in (7) operation of computer terminal, peripheral equipment & software; (8) gathering & documenting user requirements for software applications; Ability to (9) interpret variety of technical & computer manuals & documentation; (10) write programming specifications & system documentation; (11) communicate verbally on technical & non-technical matters; (12) use proper research methods to collect data; (13) define problems, collect data, establish facts, draw valid conclusions; (14) develop use cases.
35	Develops project plans, identifies project resource requirements & project schedule timelines; provides production support of OIT applications & software products by analyzing & documenting reported defects; designs, develops & implements test plans & scripts to test software applications.	Knowledge of 1, 2*, 3, 4, 5, 6 Skill in 7, 8 Ability to 9, 10, 11, 12, 13, 14
10	Performs other related duties as required: represents ESS at meetings with other application business owners, governmental agencies or technology vendors; attends technical training, seminars & conferences.	Knowledge of 1, 2* Skill in 7, 8 Ability to 10, 11

<u>Position Specific Minimum Qualifications</u>
18 mos. exp. gathering and documenting user requirements for software applications

18 mos. exp. utilizing SDLC methodology

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
12/28/07