

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
20006338 (41514.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Systems Analyst 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006339 Information Technology Manager 2

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 CODE TITLE
Systems Analyst 3

JOB CODE
64123
Apr 3-2-09 CB

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	<p>Under direction of Enterprise Shared Services (ESS) operations management, leads team of lower-level systems analysts in analyzing & designing full range of computer systems to administer & support the Office of Information Technology (OIT) SharePoint environments [e.g., Microsoft Office SharePoint Server (MOSS) & Windows SharePoint Server (WSS)]: installs, configures, monitors, debugs & maintains production test & development environments; configures SharePoint server farm (e.g., MOSS, SQL Server, Windows Server, Internet Information Server); activates services when needed & creates new SharePoint portals for customers; monitors performance and capacity of SharePoint environment ; administers & supports custom applications built in SharePoint foundation such as Microsoft Project Server & Microsoft Project Portfolio environment; coordinates the creation of Secure Socket Layer (SSL) certificates; adds initial security for the intended owners of new SharePoint sites; works with Active Directory administrators to keep SharePoint profiles current & updated; provides support for customers when problems occur; uses external tools such as Admin Report Kit for SharePoint (ARKSP) to manage configurations and to create usage reports; provides technical tier support for SharePoint and Project Server tickets logged with the OIT Help Desk; Responds to issues 24 hrs/day, 7-days/week which may require overtime, call back or standby; may be required to carry cell phone or wear pager.</p>	<p>Knowledge of (1) information technology; (2) administering SharePoint environments (e.g., Microsoft Office SharePoint Server & Windows SharePoint Server ;(3) production & development environments; (4) SharePoint server farm (e.g., MOSS, SQL Server, Internet Information Server); (5) SSL certificates; (6) operating systems & servers (e.g., Windows Server (7) computer systems analysis & design. (8) Microsoft Project Server & Project Portfolio Server. Skill in (9) operation of computer terminal & peripheral equipment. Ability to (10) interpret variety of technical computer manuals & documentation; (11) write programming specifications & system documentation; (12) communicate verbally on technical & non-technical matters; (13) use proper research methods to collect data; (14) define problems, collect data, establish facts, draw valid conclusions.; (15) respond to issues 24-hrs/day, 7-days/week; (16) carry cell phone or wear pager.</p>
30	<p>Installs, configures, upgrades , monitors, debugs, & maintains OIT's Cognos development, test & production application software in Microsoft environment: (e.g. Windows Server, SQL Server); monitors performance and capacity of Cognos environment; performs Cognos error message & log analysis, supports Customer Supported deployments; exports & imports from test to production environment while maintaining existing security in production environment; creates & maintains accounts in the Sun One LDAP using Access Manager & other authentication sources; installs, configures, & maintains Customer Service Provider (CSP) authentication Cognos security source application;</p>	<p>Knowledge of 1, 3, 5, 6, 7, , (17) Cognos; (18) Sun One LDAP; (19) Access Manager; (20) CSP authentication Cognos security source application; (21) Windows Server Skill in 9 Ability to 10, 11, 12, 13, 14, 15, 16</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



2/20/09

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10	<p>collaborates with customers & team members to resolve technical & functional Cognos issues; coordinates Cognos supported data connections & customer report database servers between the customers & network groups involved; provides technical tier support for Cognos tickets logged with the OIT Help Desk.</p> <p>Provides support for Microsoft Identity Lifecycle Management: provisioning & de-provisioning of account & identity information across systems & platforms; aggregates identity data & maps multiple identity data parts; administers Meta directory & synchronization of identity information across a wide variety of heterogeneous directories & non-directory identity stores.</p>	<p>Knowledge of 1, 3, 6, 7, (22) user identity and access management Skill in 9 Ability to 10, 11, 12, 13, 14, 15, 16</p> <p><u>Position Specific Minimum Qualifications</u> 18 mos. exp. administering Sharepoint environments (e.g., Microsoft Office SharePoint Server & Windows SharePointServer) 18 mos. exp. with SQL Server and Windows Server</p>

JOB CODE TITLE
Systems Analyst 3

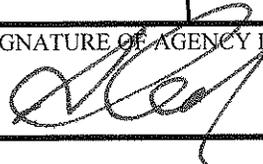
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2/25/19