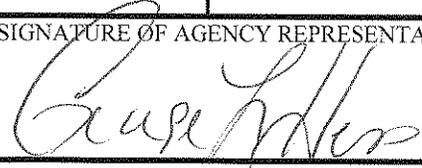


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| <h1>POSITION DESCRIPTION</h1> | <h2>OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2> | AGENCY Department of Administrative Services |
| | | DIVISION OR INSTITUTION Office of Information Technology |
| | | UNIT OR OFFICE SDD/Enterprise Shared Services |

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|-----------------------------|--|---|
| POSITION NUMBER 20006343 | <input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change | County of Employment Franklin |
| | USUAL WORKING TITLE OF POSITION Systems Analyst 1 | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006329 Data Systems Administrator |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. – 5:00 p.m. & subject to overtime/call back 24X7 | |

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Minimum Acceptable Characteristics |
|----|---|--|
| 50 | Under immediate supervision, analyzes & designs small &/or simple computer systems with assistance from higher-level systems analysts & assists in analysis & design of large &/or complex computer systems (e.g., Enterprise-wide n-tier Electronic Data Interchange (EDI) systems); meets with users to discuss computer needs; develops systems for personal computers or systems to generate reports in production mode; prepares estimates of time, cost, supplies &/or personnel; analyzes hardware & software alternatives & recommends selection to users & higher-level authorities; develops system flow charts; writes system documentation, program specifications &/or production procedures; designs system test procedures; designs storage files; provides ongoing system maintenance & evaluation using Windows, MS SQL Server, COVAST EDI translator, Microsoft BizTalk server & .NET framework; uses object oriented developer skills within MS .NET framework to create small electronic commerce applications; uses knowledge of ANSI X12 to maintain customer applications & BizTalk applications; assists in translator, data exchange & data communications systems to ensure operations 24-hours/day, 7-days/week, 365-days per year; responds immediately to electronic pager notification regarding production system problems & problems with data/fund transactions which requires overtime, standby or call back; may be required to carry cell phone or wear pager; prepares & updates proper system documentation; assists higher-level systems analysts (e.g., researches logs, maps & configurations for coding errors & makes corrections; assists with maintenance, assists in development, testing & production environments; in creating & maintaining diagrams of EC/EDI infrastructure & environments; in arranging transfer of data to production); analyzes hardware/software & recommends selection to users & higher-level authorities. | Knowledge of (1) information technology/computer science; (2) EDI facility production processes; (3) ANSI X12 standards & structures; (4) operating systems, applications & servers (e.g., Windows, MS SQL, COVAST EDI translator, Microsoft BizTalk server &/or .NET framework); (5) systems analysis & design; (6) computer hardware systems; Skill in (7) operation of computer terminal & peripheral equipment; Ability to (8) interpret variety of technical computer manuals & documentation; (9) write programming specifications & system documentation; (10) communicate verbally on technical & non-technical matters; (11) move limbs/fingers easily to perform manual functions repeatedly; (12) respond to system issues 24X7; (13) carry cell phone or wear pager. |
| 30 | Establishes & maintains user contacts; instructs & trains users in operation of EDI monitoring tools & EDI system outputs; coordinates work with other agency or governmental personnel; writes user manuals & instructions; researches technical computer manuals; attends seminars for additional training. | Knowledge of 1, 2, 3, 4, 5, 6 Skill in 7 Ability to 8, 9 10, 11, 12, 13 |

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| JOB CODE 64121 | List Position Numbers and Class Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 11-7-07 |
| | | | |

April 11-21-07 CB

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|-------------------------------|---|---|
| <h1>POSITION DESCRIPTION</h1> | <h2>OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2> | AGENCY Department of Administrative Services |
| | | DIVISION OR INSTITUTION Office of Information Technology |
| | | UNIT OR OFFICE SDD/Enterprise Shared Services |

| | | |
|-----------------------------|--|---|
| POSITION NUMBER 20006343 | <input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change | County of Employment Franklin |
| | USUAL WORKING TITLE OF POSITION Systems Analyst 1 | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006329 Data Systems Administrator |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. – 5:00 p.m. & subject to overtime/call back 24X7 | |

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Minimum Acceptable Characteristics |
|----|---|---|
| 20 | Establishes & maintains relationships with state agencies for the ePayment program; provides guidance to agencies in selection of architecture to be used in development of ePayment applications; assists agencies on technical issues involved with developing, testing, & deploying applications to connect with the payment engine; assists agencies with business issues related to automated payment processing; performs the role of primary business & technical contact for customer agencies as well as business owner. | Knowledge of 1, 2, 3, 4, 5, 6 Skill in 7 Ability to 8, 9 10, 11, 12, 13 <u>Position Specific Minimum Qualifications</u> 12 mos. exp. with ANSI X12 standards & structures; 12 mos. exp. assisting with support of critical EDI facility production processes. 12 mos. exp. maintaining & evaluating operating systems, applications & servers (e.g., Windows, MS SQL, COVAST EDI translator, Microsoft BizTalk server &/or .NET framework). |
| | Works as essential employee. | |

Appd 11-21-07 CB

JOB CODE TITLE
64121 Systems Analyst 1

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|-------------------|--|--|-----------------|
| JOB CODE 64121 | List Position Numbers and Class Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 11-7-07 |
| | | | |