

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Enterprise Shared Services

POSITION NUMBER
20006355 (41562.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Programmer Analyst 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006354 (41560.0) GIMS Systems Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	<p>As part of Office of Information Technology (OIT), Service Delivery Division (SDD), Enterprise Shared Services (ESS), Geographic Information System (GIS) Support Center, analyzes, designs, & writes new &/or modifies existing computer programs & spatial applications: performs advanced spatial data analysis using desktop GIS software (e.g., ArcGIS, ArcInfo, ArcView, AutoCAD Map, GeoMedia); participates in client interviews to gather user requirements; follows ESS application development guidelines, standards & best practices to design & develop small to large programs, applications, utilities, components, & spatial web services in support of state & OIT/ESS spatial initiatives (e.g., Location Based Response System (LBRS), Ohio Statewide Imagery Program (OSIP), Finder/Streamlined Sales Tax Project (SSTP), GIServOhio, Enterprise Geocoding Service, Master Address File); designs & develops programs using advanced computer languages, desktop GIS tools & development environments (e.g., C#, Visual Basic, .NET, ArcObjects, ArcGIS Server Application Development Framework, JavaScript, C++, Visual Source Safe, Visio, HTML, XML, GML); designs custom components using ArcObjects to extend functionality of ESRI software;</p>	<p>Knowledge of (1) high-level computer programming languages (e.g., Visual Basic, ArcObjects, Arc Macro Language, Avenue, HTML, XML, GML); (2) computer systems analysis & design; (3) computer hardware systems; (4) GIS/spatial-related application programming; (5) GIS software (e.g., ArcGIS, ArcInfo, ArcView, AutoCAD Map, GeoMedia); (6) public speaking practices; (7) ESS application development guidelines, standards & best practices*; (8) spatial technologies; (9) digital spatial data sets; (10) GIS project life cycle; (11) geocoding; Skill in (12) operation of personal computer & associated hardware/software (e.g., databases); (13) analysis of spatial needs & functional requirements; (14) use of development environments & tools (e.g., .NET Framework, ArcGIS Server Application Development Framework, Visual Source Safe, Visio); Ability to (15) interpret variety of technical computer documentation; (16) write computer programs, system documentation & instruction manuals; (17) communicate verbally & in writing on technical & non-technical matters</p> <p>*developed after employment</p>

JOB CODE TITLE
Programmer Analyst 3

JOB CODE
64113

List Position Numbers & Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Craig Ebers

7-24-07

Appd 8-9-07 CB

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

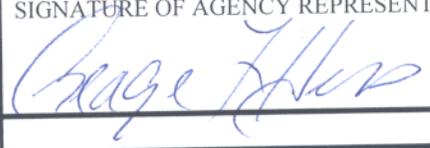
UNIT OR OFFICE
Enterprise Shared Services

POSITION NUMBER 20006355 (41562.0)	<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 Programmer Analyst 3	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006354 (41560.0) GIMS Systems Administrator	
	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
25	Analyzes, manipulates & develops spatial data: contributes to spatial & non-spatial database design; performs spatial data manipulation & analysis to assist in decision making to solve complex problems; using Environmental Systems Research Institute (ESRI) desktop GIS tool sets (e.g., ArcView, ArcInfo) & relational database management software (e.g. SQL Server); provides technical support, assistance & information to GIS users, programmers & other staff; troubleshoots problems related to GIS software, hardware & interfacing of peripheral devices; provides technical support & assistance in managing spatial needs of OIT supported GIS initiatives (e.g., MARCS geofile, Master Address File, Location Based Response System, Ohio Statewide Imagery Program).	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 Skill in 12, 13, 14 Ability to 15, 16, 17
10	Performs other related duties as needed: attends seminars &/or classes for computer programming and GIS related training; researches & refers to programming standards manual or technical computer GIS documentation to assists in program development, system design & problem solving; attends meetings to discuss projects, policies & procedures.	Knowledge of 1, 2, 3, 4, 5, 8, 9, 10, 11 Skill in 12, 13, 14 Ability to 15, 17 <u>Position Specific Minimum Qualifications</u> 6 mos. exp. in advanced spatial data analysis using desktop GIS software (e.g., ArcGIS, ArcView, ArcInfo, GeoMedia, AutoCAS Map); 6 mos. exp. in spatial application design & development using spatial programming environments (e.g., Arc Objects, ArcGIS Server, Map Objects). *developed after employment

Apd 8-9-07CB

JOB CODE 64113	List Position Numbers & Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7-26-07
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