

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Windows System Services

POSITION NUMBER
20006450 (41809.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Systems Programmer 4

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006460 Information Technology Manager 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:00 a.m. - 4:00 p.m. & subject to overtime/call back 24X7

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	<p>Leads (i.e., provides work direction & training, completes project plans & makes assignments as indicated in plan) team of lower-level systems programmers in evaluating, installing, upgrading, testing & maintaining software in a complex mainframe/open systems environment: installs & maintains UNIX & Linux servers, which include application, database & secured web servers; administers enterprise disk storage & storage area networks; administers open systems enterprise tape storage using Tivoli Storage Manager (TSM); makes decisions on system configuration & performance settings in order to maximize computer response time & to enhance overall system performance; provides senior level system administration for UNIX (e.g., AIX, HP-UX, Solaris), & Linux (e.g., SUSE or Red Hat) operating systems, which includes maintaining current versions/releases by applying patches &/or fixes; recommends various software packages for purchase; writes & maintains high-level computer language (e.g. Korn Shell, Bourne Shell, C Shell) to automate & monitor system data & page systems team when performance issues arise; & evaluates systems performance to perform capacity planning & tuning; responds to hardware & software issues 24 hrs/day, 7 days/week, 365 days/year which requires call back within defined response time &/or overtime according to service level agreement for each customer; may be required to wear pager &/or carry cell phone.</p>	<p>Knowledge of (1) computer science; (2) computer hardware & peripheral equipment; (3) functions & capabilities of software systems; (4) UNIX Servers (e.g., IBM, HP, or SUN); (5) tape backup systems software (e.g., Tivoli or Veritas); (6) UNIX operating systems (e.g., AIX, HP-UX, or Solaris) & TCP/IP; (7) Linux operating systems (e.g., SUSE or Red Hat); (8) UNIX monitoring & performance utilities. Skill in (9) operation of personal computer & servers; (10) programming UNIX Servers (e.g., Korn Shell, Bourne Shell, C Shell).</p> <p>Ability to (11) define problems, collect data, establish facts & draw valid conclusions; (12) interpret extensive variety of technical material in books, journals, manuals & audiovisual form; (13) deal with non-verbal symbols in formulas, equations or graphs; (14) deal with many variables & determine specific action; (15) originate instructions & specifications concerning proper use of computer hardware & software; (16) communicate effectively on technical & non-technical matters; (17) respond to hardware & software issues 24 hrs/day, 7 days/week, 365 days/year which requires call back within defined response time &/or overtime according to Service Level Agreement for each customer; (18) wear pager &/or carry cell phone 24 hrs/day, 7 days/week, 365 days/year.</p>

Apd 9-12-08 CB

JOB CODE TITLE
Systems Programmer 4

JOB CODE
64194

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9/3/08

POSITION DESCRIPTION	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Office of Information Technology
		UNIT OR OFFICE ISD/Windows System Services

POSITION NUMBER 20006450 JOB CODE TITLE Systems Programmer 4 JOB CODE 64194	<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									
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	<table border="1"> <thead> <tr> <th>%</th> <th>Job Duties in Order of Importance</th> <th>Minimum Acceptable Characteristics</th> </tr> </thead> <tbody> <tr> <td>30</td> <td>Provides assistance to lower level staff in resolving technically difficult problems: trains lower level staff on complex systems analysis & design, installation & maintenance; assigns tasks to lower-level staff related to computer system projects; assures tasks are completed timely & accurately; leads preparation of policies & standards for installation, programming & implementation of systems; makes recommendations for updates to system policies & standards; coordinates with vendors for hardware &/or software resolution; coordinates with customers on products, projects & services.</td> <td>Knowledge of 1, 2, 3, 4, 5, 6, 7, 8. Skill in 9, 10. Ability to 11, 12, 13, 14, 15, 16, 17, 18.</td> </tr> <tr> <td>20</td> <td>Performs other related duties as required: assigns disk storage to the mainframe & UNIX servers; gathers requirements for proposed projects; contacts & works with vendors to investigate availability of requisite software, hardware, & services; recommends & provides cost analysis for software & hardware purchases, which will provide support for various projects & services; provides documentation & training to users as systems become available; interfaces with various users groups & attends training to remain informed & knowledgeable of industry trends & directions, as well as to be educated in & apprise other team members & management of industry trends & directions.</td> <td>Knowledge of 1, 2, 3, 4, 5, 6, 7, 8. Skill in 9, 10. Ability to 11, 12, 13, 14, 15, 16, 17, 18.</td> </tr> </tbody> </table>	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	30	Provides assistance to lower level staff in resolving technically difficult problems: trains lower level staff on complex systems analysis & design, installation & maintenance; assigns tasks to lower-level staff related to computer system projects; assures tasks are completed timely & accurately; leads preparation of policies & standards for installation, programming & implementation of systems; makes recommendations for updates to system policies & standards; coordinates with vendors for hardware &/or software resolution; coordinates with customers on products, projects & services.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8. Skill in 9, 10. Ability to 11, 12, 13, 14, 15, 16, 17, 18.	20	Performs other related duties as required: assigns disk storage to the mainframe & UNIX servers; gathers requirements for proposed projects; contacts & works with vendors to investigate availability of requisite software, hardware, & services; recommends & provides cost analysis for software & hardware purchases, which will provide support for various projects & services; provides documentation & training to users as systems become available; interfaces with various users groups & attends training to remain informed & knowledgeable of industry trends & directions, as well as to be educated in & apprise other team members & management of industry trends & directions.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8. Skill in 9, 10. Ability to 11, 12, 13, 14, 15, 16, 17, 18.	<p align="center"><u>Position Specific Minimum Qualifications</u></p> <p>36 mos. exp. with UNIX operating systems (e.g., AIX, HP-UX, or Solaris)</p>
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Must submit to & pass personal background check & works as essential employee.											
List Position Numbers and Class Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 									
		DATE 									

Apd 9-13-08 CCB