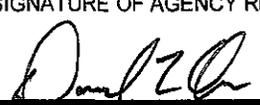


POSITION DESCRIPTION		AGENCY/DEPT ID DAS505250
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Enterprise Computing	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006483	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm				
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
	<p>Supervises section responsible for analysis, installation, testing, & maintenance of mainframe transaction processing systems (e.g., IMS & DB2) using Job Control Language (JCL) & supportive third-party software executed on very large, complex computer systems that support customer agencies statewide: assigns projects to staff & ensures access to resources & training required to complete tasks correctly & on schedule; monitors & evaluates job performance of each section member; makes recommendations to improve job performance including suggestions for training classes & seminars; writes position descriptions & postings for new or vacant positions; interviews applicants; makes hiring recommendations; provides assistance & guidance with determination & resolution of software problems that occur; performs related administrative functions (e.g., approves leave requests & time reports, completes performance evaluations); assists & participates in development of service level agreements, section budgets, business plans & services rate development; ensures fiscal control; monitors section expenditures & overtime usage; responds to critical system issues 24 hours/day, 7 days/week which requires overtime or call back; may be required to carry cell phone or wear pager.</p>		<p>Knowledge of (1) budget development & monitoring; (2) project management; (3) transaction processing software (e.g., IMS and DB2); (4) Job Control Language; (5) employee training; (6) workforce planning; (7) agency policies, procedures & standards relative to installation, testing & maintenance of IBM mainframe systems soft-ware*; (8) interviewing; Skills in (9) operation of mainframe & personal computer hardware & software (e.g., JCL); (10) installing, tuning & debugging IBM mainframe computer systems using IMS & DB2; Ability to (11) understand mainframe computer hardware & software; (12) understand complex computer networks; (13) interpret a variety of instructions in written, oral, picture or schedule form; (14) define problems, collect data, establish facts, and draw valid conclusions; (15) interpret and understand extensive variety of technical material from books, manuals & web sites; (16) deal with many variables and determine specific corrective actions; (17) respond to system issues on 24X7 basis; (18) carry cell phone or wear pager.</p> <p>*developed after employment</p>	
JOB CODE 64196	List Position Numbers & Job Titles of Positions Directly Supervised: 20006486 Infrastructure Specialist 4 20006488 Infrastructure Specialist 4 20006491 Infrastructure Specialist 2		SIGNATURE OF AGENCY REPRESENTATIVE  DATE 3-16-12	

JOB CODE TITLE
Systems Programmer Supervisor 2

used file folder
add file folder

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505250

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Enterprise Computing

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006483

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent Classified Overtime: Eligible Exempt Bargaining Unit
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Analyzes customer requirements and makes recommendations regarding software required to fulfill those requests: monitors mainframe system availability & performance using IMS & DB2 & other hardware & software tools (e.g., BMC, Wheat, Tool Suites, Omegamon); creates statistical reports for Infrastructure Services Division (ISD) customers & management related to system performance & usage; recommends & coordinates hardware/software upgrades & changes to ensure software is at proper service levels & in compliance with vendor guidelines; provides instructions to operators, customers & others relative to mainframe computer hardware & software; controls, directs, & schedules system changes to maximize system availability.	Knowledge of 2, 3, 4, 7*, (17) computing systems analysis Skill in 9, 10 Ability 11, 12, 13, 14, 15, (19) prepare meaningful, concise & accurate status reports.
10	Assists non-technical services staff & customers in resolving problems with mainframe computer hardware & software: contacts vendor support to resolve problems with hardware or software & makes required corrections; supplies management with technical information & assistance as required; represents management at meetings & seminars; attends classes & remains current relative to computer hardware & software.	Knowledge of 3, 7*, 16, (20) customer service techniques. Skill in 9, 10 Ability to 10, 11, 13, 14, 15
	Must submit to & pass a personal background check	<u>Position Specific Minimum Qualifications</u> 36 mos. exp. or 36 mos. trg. installing, tuning & debugging IMS on IBM mainframe computers. 24 mos. exp. or 24 mos. trg. installing, tuning & debugging DB2 on IMB mainframe computers *developed after employment

JOB CODE TITLE
Systems Programmer Supervisor 2

JOB CODE
64196 *apd@elc/pda*

List Position Numbers & Job Titles of Positions Directly Supervised:

- 20006486 Infrastructure Specialist 4
- 20006488 Infrastructure Specialist 4
- 20006491 Infrastructure Specialist 2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

3-16-12