

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Enterprise Computing

POSITION NUMBER
20006484 (41882.0)

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
20006487 (41885.0) Systems Programmer Supervisor 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 & subject to overtime/call back 24X7

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Duties in Order of Importance	Minimum Acceptable Characteristic
50	Under minimal supervision, leads team of lower-level systems programmers & operations analysts in evaluating, selecting, installing & maintaining complex mainframe systems software using TSO/ISPF, SMP/E & JCL: responds to related issues 24 hours per day, seven days per week, 365 days per year which requires call back, overtime, or standby; may be required to carry cell phone or wear pager; utilizing project management methodologies, develops project plans & makes assignments in accordance with those plans; reviews plans to ensure timelines are met & reports any overruns & missed deadlines to supervisor; provides assistance & technical advice to lower-level systems programmers in resolving technical matters; works in conjunction with unit supervisor to establish standards & procedures for the unit; develops methodology for software evaluation, installation & testing; assists in performing requirements analysis & criteria for selecting new mainframe software products; establishes project plan & leads effort in procuring new mainframe software; prepares recommendations for software purchases & software license renewals.	Knowledge of (1) computer science; (2) mainframe systems analysis; (3) computer hardware applications; (4) mainframe computer operations; (5) data processing functions; (6) project management methodologies; Skill in (7) use of TSO/ISPF, SMP/E & job control or report generating language (e.g., JCL); (8) troubleshooting & resolving technical issues with IBM software & systems; (9) operation of computer equipment & peripheral devices. Ability to (10) communicate verbally on technical & non-technical matters; (11) define problems, collect data, establish facts & draw valid conclusions; (12) read, write & interpret technical documents; (13) gather, collate & classify information about data; (14) respond to system issues 24X7; (15) carry cell phone or wear pager; (16) cooperate with coworkers on group projects; (17) handle sensitive telephone & face-to-face inquires & contact with public & government officials; (18) write documentation.
30	Researches, installs, customizes, tests & implements new releases & maintenance for complex mainframe software packages [e.g., Interconnect Controller Program, Interlink IBM/VAX gateway, Netview File Transfer Program, Transmission Control Protocol/Internet Protocol (TCP/IP), Connect Direct File Transfer Program & Virtual Telecommunication Access Method (VTAM)] using TSO/ISPF & SMP/E: monitors IBM host applications in order to maximize computer response times & enhance overall system performance; changes, tests & implements definitions for software modifications; monitors system performance to evaluate effect of newly installed or modified software; participates in disaster recovery exercises.	Knowledge of 1, 2, 3, 4, 5, (19) disaster recovery policies & procedures* Skill in 7, 8, 9, (20) use of IBM mainframe telecommunications software (e.g., VTAM, TCP/IP); Ability to 10, 11, 12, 13, 14, 15, 16, 17

*developed after employment

JOB CODE TITLE
Systems Programmer 4

JOB CODE
64194

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

George L. Hill

9-18-87

CPK 1-26-01 CPB

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20	<p>Recommends new & upgraded releases of software products to management; identifies & proposes solutions to problems associated with various software products; consults with vendors' technical support personnel to resolve technical issues; conducts onsite demonstrations of hardware & software products for help desk operators, end users & other systems programmers; documents technical information & operating procedures for use by computer operators & systems programmers; utilizes available tools such as system dumps in resolving issues concerning system performance; confers with customers & other technicians in identifying requirements & measuring success of implementation of system software; reviews software installations utilizing reports & dumps to ensure operating system design is not adversely effected by introducing modifications to that system.</p> <p>Must submit to & pass a personal background check & works as essential employee.</p>	<p>Knowledge of 1, 2, 3, 4, 5 Skill in 7, 8, 9, 20 Ability to 10, 11, 12, 13, 14, 15, 16, 17.</p>

JOB CODE TITLE
Systems Programmer 4

JOB CODE
64194

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

George L. Hess

9-18-07

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