

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

POSITION NUMBER 20006488	<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 Systems Programmer 4		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006483 Systems Programmer Supervisor 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14  Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am    TO: 5:00 pm    subject to overtime/call back 24X7			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
50	Under minimal supervision, leads team of lower-level systems programmers & operations analysts in evaluating, selecting, installing, customizing, implementing & maintaining complex IBM mainframe systems software (e.g., z/OS, JES3) using TSO/ISPF & SMP/E: responds to system issues 24 hours/day, 7 days/week which may require overtime or call back; may be required to wear pager or carry cell phone; installs, maintains & supports mainframe monitoring tools (e.g., Tivoli Omegamon Monitoring Suite) using TSO/ISPF & SMP/E; advises management of new & upgraded software releases & product features; coordinates implementation of mainframe monitoring software with lower-level systems programmers, operations analysts, database administrators & customers; assists with installation, testing, designing & customization of large &/or complex computer systems software (e.g., CICS, SAS & Control Products by BMC); consults with vendors' technical support, customers, database support personnel & other systems programmers to resolve technical issues; provides technical assistance to management & system users on z/OS & JES3 issues; installs, tests & supports miscellaneous new software packages as well as upgrades; writes REXX routines for diagnostic or customization purposes.	Knowledge of (1) Job Control or report generating language (e.g., JCL); (2) computer science; (3) computer systems analysis & design; (4) computer operations; (5) employee training & development*; Skill in (6) operation of mainframe terminal/personal computer & peripheral devices; (7) use of mainframe operating systems (e.g., Z/OS & JES/JES3), utilities (e.g., TSO/ISPF, SMP/E), monitoring tools (e.g., Tivoli Omegamon Monitoring Suite), & other system software (e.g., CICS, REXX, SAS, BMC control products); Ability to (8) write policy & procedure documentation; (9) communicate verbally on technical & non-technical matters; (10) define problems, collect data, establish facts & draw valid conclusions; (11) read, write & interpret technical documents; (12) gather, collate & classify information about data; (13) respond to system issues on 24X7 basis; (14) carry cell phone &/or wear pager.		
		*developed after employment		
JOB CODE 64194	JOB CODE TITLE Systems Programmer 4	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 2/2/9	

App 2-19-09 CB

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			Agency Organizational Tree
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	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input checked="" type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt	Bargaining Unit 14
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JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Develops project plans & makes assignments in accordance with those plans: reviews plans to ensure timelines are met & reports any overruns & missed deadlines; provides assistance & technical advice to lower-level systems programmers in resolving technical matters; working in conjunction with unit supervisor, establishes 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, 2, 3, 4, 5, (15) gov- ernment policies & procedures for dis- aster recovery* Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13, 14, (16) cooperate with coworkers on group projects; (17) handle sensitive telephone & face-to-face inquires & contact with public & government officials.
20	Performs other related duties as required: identifies & proposes solu- tions to problems associated with various software products; conducts onsite demonstrations of hardware & software products for help desk operators, end users & other systems programmers; documents technic- al 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 custom- ers & other technicians in identifying requirements & measuring suc- cess of implementation of system software; reviews software installa- tions utilizing reports & dumps to assure operating system design is not adversely effected by introducing modifications to that system.	Knowledge of 1, 2, 3, 4, 5, 15* Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13, 14, 16, 17.
Must submit to & pass personal background check & works as essential employee.		*developed after employment

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			4/2/9