



# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS 505250

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
ISD/Enterprise Computing

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20006497

Reclassification     
  New Position     
  Update     
 Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Systems Programmer      POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006492 Information Technology Manager 2

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: 7:00 am      TO: 4:00 pm

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

| %  | Job Duties in Order of Importance  | Knowledge, Skills & Abilities  |
|----|--|--|
| 10 | Assists management in development of operational guide for software utilized by Operations staff; maintains guide to current level of software, trains operational staff in usage of software, maintains training level to level of software, works closely with ISD IBM Customer Support Center analysts.   | Knowledge of 1, 2, 3, 4, 5 (22) employee training<br>Skill in 6;<br>Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15.        |
| 30 | Provides technical assistance to management & system users: identifies, analyzes, proposes changes, obtains necessary authority for change; & resolves software problems; contacts vendors & customer to resolve system problems when needed; trains computer operations personnel in use of software & hardware; analyzes system &/or region dumps/error messages; logs, updates & closes problem tracking information. | Knowledge of 1, 2, 3, 4, 5, (22)<br>Skill in 6;<br>Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21. |
| 20 | Writes routines &/or programs to interact with system software: recommends programming & operating standards to aid in obtaining optimum performance; writes performance & outstanding issue weekly reports; maximizes operations usage of software (e.g., TMS, control-M, high capacity storage & any future products); may be required to provide operational support at disaster recovery test site as scheduled.     | Knowledge of 1, 2, 3, 4, 5, (22)<br>Skill in 6;<br>Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21. |

Must submit to & pass personal background check

JOB CODE TITLE  
Systems Programmer I

JOB CODE  
64191

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



1/6/10

Appd 1-11-10 CB