

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS103000

DIVISION OR INSTITUTION
Office of Collective Bargaining

UNIT OR OFFICE
Analysis & Operations

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006577

Reclassification New Position Update Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

IT - Programmer Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 22
PR 15
Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m. TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	<p>Analyzes & designs small &/or simple computer systems (e.g. manages Grievance-Tracking System , Web Apps., Access, Microsoft SQL) (e.g., documents current procedures & methods: builds lists of desired requirements; analyzes user needs; completes creation of solution, including program code & operating environment; writes system documentation; implements complete product); documents current procedures & methods; builds lists of desired requirements; provides flowcharts, data diagrams, screen & report mock-ups (e.g., Visio, Adobe Acrobat), & other documentation to fully represent the desired product; codes &/or develops deliverables in the chosen technology/language (e.g., Visual Basic Script, Java Script, Visual Basic, ASP.Net, HTML); conducts testing & quality assurance reviews of designed product to produce an efficient, functional deliverable that meets all requirements; creates test plans to monitor/track testing of product; completes change requests &/or enhancements; works under the direction & with assistance of supervisor promotes completed products into production status & use by customers; completes documentation on deliverables, including training manuals & user guides; creates technical manuals for on-going operation & maintenance; implements deliverables; administers office systems and databases (e.g. manages Grievance Tracking Database, ensures backup, recovery, maintenance, tuning, analysis, security, debugging & interfacing with operating systems, modifies existing database applications to interact with new databases, prepares computer generated or written reports, coordinates all activities of database development): participates with DAS/MIS staff on all projects.</p> <p>Position is in unclassified service per 4117.10(D) of Ohio Revised Code & is overtime exempt.</p>	<p>Knowledge of (1) electronic data processing systems (e.g., mainframe, PC & server platforms); (2) design methodology; programming tools & techniques; (3) databases & data relationships (e.g., Access, SQL); (4) data interfaces; email concepts (e.g. Outlook Exchange); (5) web browser (e.g., Internet Explorer, Netscape); (6) print methodologies and printer tools (e.g., Xerox*); Skill in (7) coding of programming languages (e.g., Visual Basic Script, Java Script, Visual Basic, ASP.Net, HTML); (8) database creation & maintenance (e.g., Access, Microsoft SQL); (9) use of office automation tools (e.g., Word, Excel); (10) use of graphics packages (e.g., Visio, Adobe Acrobat); (11) use of web programming tools (e.g., Dreamweaver, Visual Studio); (12) use of desktop hardware (e.g., personal computer, monitor, keyboard, CD-ROM, diskette reader). Ability to (13) define problems, collect data, establish facts & draw valid conclusions; (14) convert abstract concepts & requirements into automated technology; (15) prepare concise & accurate reports; (16) work alone on some tasks & cooperate with co-workers on other projects.</p> <p>*developed after employment</p>

JOB CODE TITLE
Software Development Specialist 3

JOB CODE
69943
APD 8-6-12 US

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/13/12

