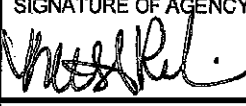# POSITION DESCRIPTION

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 200065577

☒ 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 CODE TITLE: Software Development Specialist 3

JOB CODE 69943

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	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. Position is in unclassified service per 4117.10(D) of Ohio Revised Code & is overtime exempt.	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. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE 1/27/16

POSITION DESCRIPTION

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 200006577

☒ 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 ☐ Classified ☐ Temporary ☒ Unclassified ☐ Intermittent ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 15 Page 2 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
15	Delivers on-going support for production systems: (e.g., code table maintenance; periodic scheduled maintenance &/or production processes; ad hoc reporting).	Knowledge of 1, 2, 3, 4, 5, 6*. Skill in 7, 8, 9, 10, 11, 12, 13. Ability to 13, 14, 15, 16.
10	Performs other technical & analytical duties: (e.g., attends seminars &/or classes to remain current in knowledge of hardware & software technology; creates procedures & standards as part of an MIS team; coordinates development efforts with other divisions within DAS); also provides technical expertise and support to staff with workstation issues (e.g. resolves user problems, communicates technical information to non-technical personnel, installs, implements & maintains new releases of software, develops Microsoft office solutions for staff efficiency); other duties as assigned.	Knowledge of 1, 2, 3, 4, 5, 6*. Skill in 7, 8, 9, 10, 11, 12, 13. Ability to 13, 14, 15, 16.
	Position is in unclassified service per 4117.10(D) of Ohio Revised Code & is overtime exempt.	*developed after employment

JOB CODE TITLE Software Development Specialist 3

JOB CODE 69943

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE 1/27/16