

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
OAKS/HCM Application Support

POSITION NUMBER  
20073333

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Application Support Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20073332 Deputy Director 6

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.

Page 1 of 2

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	Administers information technology (IT) functions (e.g., general ledger, accounts payable/receivable/budget/assets/purchasing, development) of Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application): supervises lower-level managers (e.g., approves time & attendance, completes performance evaluations, sets goals, recommends hiring, promotion, demotion, dismissal, suspension or discipline, determines staffing levels); sets priorities, develops & implements policies & work procedures; prepares budget & maintains fiscal controls; develops long-range plans for application operations & makes recommendations regarding hardware/software resources, facilities, staffing, supplies & equipment to meet current & forecasted needs; evaluates hardware & software systems & recommends changes as indicated; ensures programs are developed to implement new & revised laws & regulations that pertain to payroll (e.g., personnel systems, memberships in various retirement systems, federal, state & municipal taxes); provides detailed status reporting; leads quality reviews; acts on behalf of Program Director during absences.	Knowledge of (1) computer science; (2) state payroll functions & requirements; (3) federal, state & local laws, rules, regulations regarding payroll; (4) PeopleSoft application functionality & business processes; (5) business & architecture components; (6) supervisory techniques/principles; (7) budgeting, planning & forecasting; (8) employee training & development; (9) business administration; (10) personnel & project management; (11) systems analysis & design; (12) electronic data processing systems (e.g., programming, hardware systems, software applications; Skill in (13) operation of personal computer & associated hardware/software; Ability to (14) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (15) prepare meaningful, concise & accurate reports; (16) handle sensitive inquires, contacts & complaints from officials & general public.

JOB CODE TITLE  
Data Systems Administrator

*Appl. 7-10-08 CB*

JOB CODE  
64135

List Position Numbers & Titles of Positions Directly Supervised:

- 20073483 IT Manager 2
- 20073337 Admin Assist 3
- 20075351 IT Consultant 3
- 20074978 Project Manager 2

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

5-27-08

