

<h1 style="margin: 0;">POSITION DESCRIPTION</h1>	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Office of Information Technology	
	UNIT OR OFFICE OAKS Application Development - FIN	

POSITION NUMBER 20073338	<input checked="" type="checkbox"/> State Agency	<input type="checkbox"/> County Agency	<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Change	County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Systems Analyst 3	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073483 Information Technology Manager 2				
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m. <span style="float: right;">Page 1 of 2</span>					
	JOB DESCRIPTION AND WORKER CHARACTERISTICS					
	%	Job Duties in Order of Importance			Minimum Acceptable Characteristics	
JOB CODE TITLE Systems Analyst 3	50	Leads team of lower-level systems analysts in analyzing & designing and coding application upgrades & enhancements for the Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) Financial (FIN) module that supports FIN functions (e.g., accounts payable, accounts receivable/billing, purchasing, budget, and fixed assets): provides staff with technical assistance in programming languages, databases & technologies (e.g., SQL, People Tools, People Code, Application Engine, SQR, PS Workflow) & new system usage/maintenance to insure proper practices & maximum efficiency; resolves difficult problems; receives user requests & assigns &/or reviews work; oversees preparation of system & user documentation; enforces compliance with system design standards & recommends changes in unit/section procedures &/or standards; responds to system issues 24 hours/day, 7 days/week which requires standby, overtime or call back; may be required to carry cell phone or wear pager.			Knowledge of (1) computer science; (2) computer systems analysis & design; (3) high-level computer programming languages, databases & technologies (e.g., SQL, People Tools, People Code, Application Engine, SQR, PS Workflow); (4) federal, state, & local laws & collective bargaining agreements relating to financial functions; (5) employee training & development*; (6) PeopleSoft application & FIN module; Skill in (7) operation of personal computer & associated hardware/software; (8) coding web-based applications (e.g., PeopleSoft); Ability to (9) interpret variety of technical computer manuals & documentation; (10) write programming specifications & system documentation; (11) communicate verbally on technical & non-technical matters; (12) move limbs/fingers easily to perform manual functions repeatedly; (13) respond to system issues 24X7; (14) carry cell phone or wear pager.	
JOB CODE 64123	40	Analyzes & designs upgrades & enhancements to the PeopleSoft FIN (e.g., accounts payable, accounts receivable/billing, purchasing, budget, and fixed assets): analyzes hardware & software alternatives; develops system flow charts; writes program specification & system documentation; designs test procedures & tests system for validity & reliability; designs data files & tables; designs and codes software adaptations;			Knowledge of 1, 2, 3, 4, 5*, 6 Skill in 7, 8 Ability to 9, 10, 11, 12, 13, 14  *developed after employment	
List Position Numbers & Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 			DATE 10-29-07	

App'd 11-2-07 CB

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Office of Information Technology
	UNIT OR OFFICE OAKS Application Development - FIN

POSITION NUMBER 20073338	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Systems Analyst 3	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073484 Information Technology Manager 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.	
	Page 2 of 2	
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>		
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
10	<p>critical financial functions &amp; global updates to FIN records (e.g., interpreting &amp; applying system changes due to federal, state, &amp; local law, &amp; requested changes); diagnoses problems &amp; makes modifications; provides system support to all FIN program areas; works with statewide agencies &amp; external vendors to interface electronic data with OAKS system.</p> <p>Performs other related duties as required: responds to inquiries regarding FIN programming &amp; maintenance; attends meetings &amp; training sessions; generates reports special projects; provides backup support.</p> <p style="margin-top: 20px;">This position works as an essential employee.</p>	<p>Knowledge of 1, 2, 3, 4, 5*, 6 Skill in 7, 8 Ability to 9, 10, 11, 12, 13, 14</p> <p><u>Position Specific Minimum Qualifications</u> 1 yr. exp. in coding web-based applications (e.g., PeopleSoft)</p> <p>6 mos. exp. using PeopleSoft tools (e.g., People Tools, People Code, Application Engine);</p> <p>6 mos. exp. with FIN modules.</p> <p style="margin-top: 20px;">*developed after employment</p>
JOB CODE TITLE Systems Analyst 3		
JOB CODE 64123	List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 
		DATE 10-29-07

Appl 11-2-07 CBS