

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Fleet Management

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Programmer Specialist 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005633 Deputy Director 3

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Using SQL codes, administers and maintains statewide client application server, Fleet management System (FleetOhio) and FleetAnywhere application software: uses system administration tools (e.g., SQL worksheet/MS Access) to maintain indexes within the system (e.g., update, extract, query, & manipulate data from relational databases); works closely with GSD/MIS to assist in operation of the FleetOhio database management system & Microsoft NT application server; performs application configuration changes (e.g., writes SQL code, uses relational database design) as assigned; assists in installation of new software & system upgrades or patches to application server & department desktops; administers license & maintenance agreements between State of Ohio & Maximus & other software providers as required; administers & maintains statewide, internet-based Vehicle Pre-Approval application (e.g., writes SQL code & troubleshoots); develops & assists in implementation of statewide policy pertaining to Fleet management System; acts as liaison between state Fleet Administrator, GSD/MIS, & other state agencies; provides technical support to all Fleet Management System customers.	Knowledge of (1) project management; (2) Fleet management policies & procedures; * (3) 3 tier software architecture; (4) relational database design and modeling; (5) manipulating data in relational database Skill in (6) using high-level computer programming language (i.e. SQL, Cobal, Java); (7) using relational databases (i.e., Oracle, MS SQL, Access) & Crystal/Cognos reporting; (8) operation of a personal computer & related software (e.g., Microsoft Word, Excel, Access, PowerPoint) Ability to (9) deal with a variety of variables in somewhat unfamiliar context; (10) define problems, collect data, establish facts, draw valid conclusions and initiate solutions (e.g., tuning database); (11) calculate fractions, decimal and percentages; (12) use statistical analysis; (13) maintain accurate records; (14) understand manuals and verbal instructions technical in nature; (15) prepare meaningful, concise and accurate reports; (16) cooperate with co-worker on group projects.
15	Oversees statewide data within FleetOhio: performs audits of data & works with all agencies in correcting data entry errors; extracts data from database; manipulates data in SQL 7, Microsoft Access or Excel to create numerous weekly, monthly, quarterly & annual reports; serves as application security administrator to create user rights & security profiles; creates & provides timely turnaround of specialized exception reports for internal & customer agencies; prepares all correspondence pertaining to Fleet Management System.	Knowledge of 2*, 4, 5, (17) fiscal reporting & record maintenance; (18) human relations. Skill in 6, 7, 8. Ability to 9, 10, 11, 12, 14, 15, 16, (19) recognize unusual system/data conditions and take appropriate action; (20) create routine forms.
10	Responsible for data transfer of fleet fuel & maintenance card transaction data from fleet card vendor (e.g., Voyager) to Fleet Management System: works closely with state agencies to correct transaction data rejects; provides technical support to all Fleet Management staff members regarding Fleet Management System & fleet card program.	Knowledge of: 4, 5 Skill in 7, 8 Ability to 10, 11, 18 *developed after employment

POSITION NUMBER
20073408

JOB CODE TITLE
Programmer Specialist 1

JOB CODE
64141

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Weatheroven/ea 3/4/09

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5	Assists Fleet Management operations: handles all MIS related functions; attends meetings & generates correspondence; generates monthly billings using Clarion software; resolves issues regarding annual bills; ensures all unit billing applications are upgraded & operating correctly; updates Fleet Management's web site as needed.	Knowledge of 4, 5 Skill in 6, (21) use of Clarion software (e.g., development tool) Ability to 10; (22) develop & maintain website
10	Develops & conducts training classes for user agencies on how to enter data & use Fleet Management System as a management tool: trains all new users statewide; trains on upgraded software as needed; develops manuals & training materials pertaining to Fleet Management System; coordinates & conducts regular User Group sessions. Performs other job-related duties as required.	Skill in 8 Ability to 14, (23) train others in technical subjects; (24) prepare & deliver speeches before specialized audiences & general public; (25) write technical manuals and/or gather materials for training purposes. <u>Position Specific Minimum Qualifications:</u> 12 mos. trg. or exp. in writing SQL code; 12 mos. trg. or exp. in data modeling & relational database design; 12 mos. trg. or exp. in Crystal/Cognos reporting. * developed after employment

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