

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Office of Information Technology
	DIVISION OR INSTITUTION OAKS Support Division
	UNIT OR OFFICE Enterprise Performance Management

POSITION NUMBER 20073475	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Data Warehouse Analyst	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073407 Data Systems Assistant Administrator
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24X7	

JOB DESCRIPTION AND WORKER CHARACTERISTICS

	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	Leads team of programmer/analysts in writing computer programs, analyzing & designing modifications & enhancements to the Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application Enterprise Performance Management application: utilizes Ascential DataStage to maintain batch schedule; monitors jobs; troubleshoots issues; follows up on & troubleshoots batch job issues; manages agency & vendor interfaces; ensures files are received; reviews batch schedule & communicates updates; performs regression testing for defects & patches; extracts data from source database tables & loads it into target database tables; coordinates with PeopleSoft on software issues & cases; develops enhancements; records new requests & progress on System Investigation Request logs (SIR); fixes application code defects; assigns & reviews work (e.g., program design, testing, documentation) for accuracy & completeness; trains lower-level programmer/analysts in work functions & standards; assists staff in solving problems with financial systems, languages, databases & technologies; participates in developing unit standards, policies &/or procedures; 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) high-level computer programming languages, databases & technologies (e.g., Ascential DataStage, PeopleTools, Oracle SQL, PL/SQL PeopleTools, Cognos, PS Query); (2) computer systems analysis & design; (3) employee training & development*; (4) algebra; (5) core HCM & FIN tables (6) HCM & FIN module functionality; (7) data warehouse structure & data dictionaries; (8) systems analysis & design (e.g., requirements analysis, solution design, development & implementation); Skill in (9) operation of computer terminal & peripheral equipment (e.g., advanced MS Office); Ability to (10) interpret variety of technical computer manuals & documentation; (11) write instruction manuals, program & system documentation; (12) communicate verbally on technical & non-technical matters; (13) gather, collate & classify information about data, people or things; (14) cooperate with others on group projects; (15) move limbs & fingers easily to perform manual functions repeatedly; (16) carry cell phone or wear pager; (17) respond to system issues 24X7.

List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7-76-07
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Apd 7-20-07 CB

JOB CODE TITLE
 Programmer/Analyst 5
 JOB CODE
 64115

