

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY Office of Information Technology
DIVISION OR INSTITUTION OAKS Support Division
UNIT OR OFFICE Enterprise Performance Management

POSITION NUMBER
20073477

State Agency
 County Agency
 New Position
 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
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NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24X7 Page 1 of 2

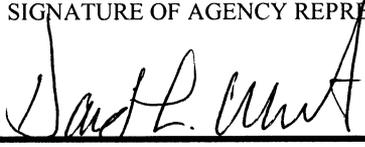
JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	<p>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.</p>	<p>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.</p> <p style="text-align: right;">*developed after employment</p>

JOB CODE TITLE
Programmer/Analyst 5

JOB CODE
64115

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/16/07
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Apd 7-20-07 CB

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	Page 2 of 2	
JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
35	Writes new & modifies existing EPM programs using high-level computer languages, databases & technologies (e.g., Ascential DataStage, Oracle SQL, PL/SQL, PeopleTools, Cognos, PS Query); programs comprehensive reporting features & performs bi-weekly production maintenance on EPM systems; writes system documentation; develops system test data & monitors test results; codes, tests, debugs & updates financial maintenance system; works closely with database analyst team to ensure tables are built properly in the database; creates general & detailed designs for new tables; builds PeopleTools record definitions for each table.	Knowledge of 1, 2, 3*, 4, 5, 6, 7, 8 Skill in 9 Ability to 10, 11, 12, 13, 14, 15, 16, 17.
25	Provides technical computer assistance & information to users: defines, troubleshoots & corrects complex computer-related problems (e.g., database design, major system errors); trains users in use of programs/systems; coordinates work with agency & production support staff; researches & refers to technical computer manuals for problem resolution & guidance; attends meetings to discuss projects & attends training classes & seminars; performs other related duties as required.	Knowledge of 1, 2, 3*, 4, 5, 6, 7, 8 Skill in 9 Ability to 10, 11, 12, 13, 14, 15, 16, 17.
	This position works as an essential employee.	*developed after employment
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