100-600N

# 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
20073478

JOB CODE TITLE
Programmer/Analyst 4

JOB CODE
64115

☒ 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

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 | Writes new &/or modifies existing complex computer programs &, analyzes & designs 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., 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);<br>Skill in (9) operation of computer terminal & peripheral equipment (e.g., advanced MS Office);<br>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.<br><br>*developed after employment |

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: David P. Amt

DATE: 7-16-07

Upd 7-20-07 CB

100-400U

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION

UNIT OR OFFICE

POSITION NUMBER
20073478

☒ 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

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24X7



JOB CODE TITLE
Programmer/Analyst 4

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<br>Skill in 9<br>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<br>Skill in 9<br>Ability to 10, 11, 12, 13, 14, 15, 16, 17. |
| | This position works as an essential employee. | *developed after employment |

JOB CODE
64115

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
7-16-07

Appd 7-20-07 CB