

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
OAKS/Application Development Team/FIN

POSITION NUMBER
20073483

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
FIN Development Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20073333 Data Systems Administrator

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

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	<p>Utilizes high-level & complex computer programming, analysis & design techniques to manage projects related to Financial (FIN) module that supports FIN functions: manages multiple & sensitive projects related to Ohio Administrative Knowledge System (e.g., OAKS running on PeopleSoft application) FIN module; organizes, directs & manages team of lower-level information technology professionals involved in analyzing business needs of customers to support maintenance & enhancement of the FIN module for the PeopleSoft application that supports accounts payable, accounts receivable/billing, purchasing, budget & fixed assets; approves production migration; provides direct management of operations for assigned FIN unit; directs staff in resolving difficult problems by providing technical assistance (e.g., receives user requests & assigns &/or reviews work; oversees preparation of system & user documentation, enforces compliance with system design standards & reviews system documentation & test results); develops, implements & enforces unit policies, procedures & standards; assists with management of contractors selected to work on FIN projects; establishes program goals & objectives & establishes performance measures to ensure compliance; provides individual & team project management of systems design &/or development for complex &/or specialized FIN updates & enhancements; supervises lower-level technical personnel (e.g., assigns & prioritizes work, monitors work progress, orients & trains new staff, assists staff in resolving difficult system problems, answers technical questions; recommends changes in section procedures &/or standards); ensures coverage for &/or responds to system issues 24 hours/day, 7 days/week which may require overtime or call back; may be required to carry cell phone or carry pager.</p>	<p>Knowledge of (1) project management; (2) employee training & development; (3) supervisory techniques; (4) public relations; (5) agency/division policies & procedures*; (6) interviewing; (7) PeopleSoft & FIN module functionality & business processes; (8) computer science; (9) systems analysis & design; (10) business & architecture components; (11) state accounting & financial functions; Skill in (12) use of personal computer & associated hardware/software; (13) use of OAKS/FIN related software (e.g., PeopleCode, App Engine, Process Scheduler, Oracle); Ability to (14) define problems, collect data, establish facts & draw valid conclusions; (15) interpret variety of technical material in books, journals & manuals; (16) deal with non-verbal symbols in formulas, equations or graphs; (17) deal with many variables & determine specific action (e.g., research, production); (18) maintain accurate records; (19) prepare meaningful, concise & accurate reports; (20) proofread technical materials, recognize errors & make corrections; (21) use proper research methods in gathering data; (22) establish friendly atmosphere as supervisor of work unit; (23) respond to system issues 24X7; (24) carry cell phone or wear pager.</p> <p>*developed after employment</p>

JOB CODE TITLE
Information Technology Manager 2

List Position Numbers and Class Titles of Positions Directly Supervised:

- 20073338 Systems Anl 3 20074502 Systems Anl 2
- 20073483 Programmer/Anl 5 20074504 Systems Anl 2
- 20073485 Programmer/Anl 3

JOB CODE
64133

SIGNATURE OF AGENCY REPRESENTATIVE

Clair Overly

DATE

12-3-07

Appl 12-21-07 CB

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25	Serves as project manager for complex &/or specialized application projects for the FIN modules: works with outside vendors for design & development; consults with customers during system design to ensure accurate & stable functional & technical requirements & during implementation to ensure that completed systems address customer needs; works closely with others to ensure complete testing of all application enhancements to minimize system downtime & performance issues; reviews project plans & progress; monitors application development; provides strategic recommendations that offer electronic solutions for FIN customer agencies; provides support to OAKS end users & helps end users understand process changes resulting from service request resolution; tests & evaluates new products & makes recommendations on their use; prepares & presents information on strategic & tactical products; uses complex software, databases & technologies (e.g., People Code, App Engine, Process Scheduler, Oracle, SQL/SQR).	Knowledge of 1, 4, 5*, 7, 8, 9, 10, 11 Skill in 12, 13 Ability to 14, 15, 16, 17, 18, 19, 21, 22, 23, 24.
10	Performs other related duties as required: represents OAKS FIN at conferences, on technical committees & at meetings with other government or agency officials.	Knowledge of 1, 4, 7, 8 Skill in 10, 11 Ability to 13, 14, 16, 17, 18, 19
This position is overtime exempt.		*developed after employment

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Clair Overley Jr

12-3-87

Appd 12-21-07CB