

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
OAKS Support Division

UNIT OR OFFICE  
FIN Development

POSITION NUMBER  
20073485

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Programmer Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20073483 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
50	Writes simple computer programs, analyzes & designs simple modifications & enhancements to the Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) Financial Management (FIN) module with assistance from higher-level analysts: maintains 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; coordinates with PeopleSoft on software issues & cases; develops enhancements; records progress on requests in System Investigation Request (SIRS) logs; fixes application code defects; 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., PeopleCode, AppEngine, Oracle, SQL/SQR, Crystal Reports, PeopleTools, HTML, XML); (2) computer systems analysis & design; (3) PeopleSoft & FIN module functionality; (4) algebra; (5) programming for FIN (e.g., accounting, procurement, rate setting, cost analysis & projections); Skill in (6) operation of computer terminal & peripheral equipment; Ability to (7) interpret variety of technical computer manuals & documentation; (8) write instruction manuals, program & system documentation; (9) communicate verbally on technical & non-technical matters; (10) gather, collate & classify information about data, people or things; (11) cooperate with others on group projects; (12) move limbs & fingers easily to perform manual functions repeatedly; (13) carry cell phone or wear pager; (14) respond to system issues 24X7.
30	Writes new & modifies existing FIN programs using high-level computer languages, databases & technologies (e.g., PeopleCode, AppEngine, Oracle, SQL/SQR, Crystal Reports, PeopleTools, HTML, XML): programs comprehensive reporting features; performs bi-weekly production maintenance on financial systems as directed; maintains file retention schedule; writes system documentation; develops system test data & monitors test results; codes, tests, debugs & updates financial maintenance system; designs database files.	Knowledge of 1, 2, 3*, 4, 5 Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14.  *developed after employment

JOB CODE TITLE  
Programmer/Analyst 3

JOB CODE  
64113

List Position Numbers & Titles of Positions Directly Supervised:

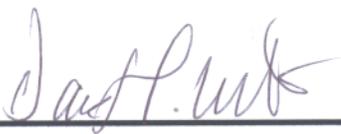
SIGNATURE OF AGENCY REPRESENTATIVE

DATE

7/7/07

Apd 8-8-07 CB

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

POSITION NUMBER 20073485	<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 Programmer Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073483 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			Page 2 of 2
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
20	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 Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14.		
This position works as an essential employee.		*developed after employment		
JOB CODE 64113	List Position Numbers & Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 7/9/07	

Appl 8-8-07 CB