

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
OAKS Support Division

UNIT OR OFFICE
HCM Development

POSITION NUMBER
20073528

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Systems Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20073526 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

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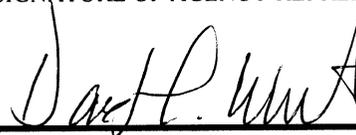
JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Leads team of lower-level systems analysts in analyzing & designing application upgrades & enhancements for the Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) Human Capital Management (HCM) module that supports HCM functions (e.g., employee benefits processing, statewide payroll & reporting; vendor payments, state civil service processing, & comprehensive support of employee data): provides staff with technical assistance in programming languages, databases & technologies (e.g., PeopleCode, AppEngine, Oracle, SQL/SQR, Crystal Reports, PeopleTools, HTML, XML); & new system usage/maintenance to insure proper practices & maximum efficiency; resolves difficult problems; receives user requests & assigns &/or reviews work; oversees preparation of system & user documentation; enforces compliance with system design standards & recommends changes in unit/section procedures &/or standards; 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) computer science; (2) computer systems analysis & design; (3) high-level computer programming languages, databases & technologies (e.g., PeopleCode, AppEngine, Oracle, SQL/SQR, Crystal Reports, PeopleTools, HTML, XML); (4) federal, state, & local laws & collective bargaining agreements relating to payroll & personnel functions; (5) employee training & development*; (6) PeopleSoft application & HCM module; Skill in (7) operation of personal computer & associated hardware/software; Ability to (8) interpret variety of technical computer manuals & documentation; (9) write programming specifications & system documentation; (10) communicate verbally on technical & non-technical matters; (11) move limbs/fingers easily to perform manual functions repeatedly; (12) respond to system issues 24X7; (13) carry cell phone or wear pager.
30	Analyzes & designs upgrades & enhancements to the PeopleSoft HCM module (e.g., benefits, payroll accounting, state certification, employee earnings): analyzes hardware & software alternatives; develops system flow charts; writes program specification & system documentation; designs test procedures & tests system for validity & reliability; designs data files & tables; designs software adaptations; provides ongoing system maintenance & evaluation using high-level computer languages, databases & technologies (e.g., PeopleCode, AppEngine, Oracle, SQL/SQR, Crystal Reports, PeopleTools, HTML, XML); supports	Knowledge of 1, 2, 3, 4, 5, 6 Skill in 7 Ability to 8, 9, 10, 11, 12, 13. *developed after employment

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7-19-07

JOB CODE TITLE
Systems Analyst 3

JOB CODE
64123

April 7-26-07 CB

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10	<p>critical payroll administration functions & global updates to HCM records (e.g., interpreting & applying system changes due to federal, state, & local law, collective bargaining agreements & requested changes); diag- noses problems & makes modifications; provides system support to all HCM program areas; works with statewide agencies & external vendors to interface electronic data with OAKS system.</p> <p>Performs other related duties as required: responds to inquiries regarding HCM programming & maintenance; attends meetings & training sessions; generates reports special projects; provides backup support.</p> <p>This position works as an essential employee.</p>	<p>Knowledge of 1, 2, 3, 4, 5, 6 Skill in 7 Ability to 8, 9, 10, 11, 12, 13.</p> <p>*developed after employment</p>

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