

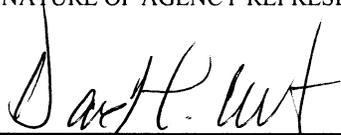
<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0 0 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Office of Information Technology
	DIVISION OR INSTITUTION OAKS Support Division
	UNIT OR OFFICE HCM Development

POSITION NUMBER 20073530	<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 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 Page 1 of 2					
	JOB DESCRIPTION AND WORKER CHARACTERISTICS					
	%	Job Duties in Order of Importance				Minimum Acceptable Characteristics
40	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) Human Capital Management (HCM) module: 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 new requests & progress on System Investigation Request logs (SIRS); 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 payroll 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., PeopleCode, AppEngine, PeopleTools, HTML, XML Crystal Reports, Oracle, SQL/SQR); (2) computer systems analysis & design; (3) employee training & development*; (4) algebra; (5) programming for HCM (e.g., payroll, attachments, position control, professional development, benefits); (6) Peoplesoft & HCM module functionality; Skill in (7) operation of computer terminal & peripheral equipment; Ability to (8) interpret variety of technical computer manuals & documentation; (9) write instruction manuals, program & system documentation; (10) communicate verbally on technical & non-technical matters; (11) gather, collate & classify information about data, people or things; (12) cooperate with others on group projects; (13) move limbs & fingers easily to perform manual functions repeatedly; (14) carry cell phone or wear pager; (15) respond to system issues 24X7.	
40	Writes new & modifies existing HCM programs using high-level computer languages, databases & technologies (e.g., PeopleCode, AppEngine, Oracle, SQL/SQR, Crystal Reports, PeopleTools, HTML, XML); programs comprehensive reporting features & employee warrant information; coordinates & performs bi-weekly production maintenance on				Knowledge of 1, 2, 3*, 4, 5, 6 Skill in 7 Ability to 8, 9, 10, 11, 12, 13, 14, 15. *developed after employment	
JOB CODE 64115	List Position Numbers & Titles of Positions Directly Supervised:			SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/9/07	

Opd 7-24-07 CB

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Office of Information Technology
	DIVISION OR INSTITUTION OAKS Support Division
	UNIT OR OFFICE HCM Development

POSITION NUMBER 20073530	<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 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		
Page 2 of 2		

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	payroll, position control & attachment systems; maintains payroll file retention schedule; writes system documentation; develops system test data & monitors test results; codes, tests, debugs & updates payroll maintenance system; designs database files. 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 payroll services, payroll accounting, payroll attachments & 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 Skill in 7 Ability to 8, 9, 10, 11, 12, 13, 14, 15.
This position works as an essential employee.		*developed after employment
JOB CODE TITLE Programmer/Analyst 5	List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 
JOB CODE 64115		DATE 7/9-07

Appd 7-24-07 CB