

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
OAKS Infrastructure Support/PS Admin/DBA

POSITION NUMBER
20073532

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
PeopleSoft Admin/Database Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20073334 Deputy Director 5

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
30	<p>Manages teams of PeopleSoft & database administrators responsible for supporting PeopleSoft components & databases of the Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application): serves as the strongest & most experienced overall PeopleSoft & database resource on the OAKS infrastructure team; owns & resolves the most difficult production support issues; advises OAKS leadership as required on PeopleSoft & Oracle strategic matters; describes technical issues in business terms; works with the development team, technical architecture team, network team, performance team, & OIT groups to resolve PeopleSoft environment issues; consults with users to implement system enhancements; collaborate with other teams on application specifications & system enhancements to ensure appropriateness of security & design; directs unit staff in support of OAKS daily & nightly batch operations; provides administrative & technical support of OAKS PeopleSoft environment & supporting software & tools; plans, implements, installs, & maintains new releases of PeopleSoft, Oracle, & related software tools; confers with vendors to resolve problems; works with vendors in acquiring product information & services to support new & existing systems; provides training to users regarding new systems & advances in technology; supervises lower-level staff (e.g., interviews applicants, recommends hiring new employees, evaluates staff performance, approves timesheets & leave requests); 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 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 application; (8) computer science; (9) systems analysis & design; (10) business & architecture components; (11) system testing; (12) database administration & maintenance; (13) Oracle RDBMS; (14) DBMS security; (15) Oracle RAC); Skill in (16) operation of microcomputers & associated hardware, software (e.g., PeopleSoft Tools, Oracle); Ability to (17) define problems, collect data, establish facts & draw valid conclusions; (18) interpret variety of technical material in books, journals & manuals; (19) deal with many variables & determine specific action (e.g., research, production); (20) maintain accurate records; (21) prepare meaningful, concise & accurate reports; (22) proof-read technical materials, recognize errors & make corrections; (23) use proper research methods in gathering data; (24) establish friendly atmosphere as supervisor of work unit; (25) respond to system issues 24X7; (26) carry cell phone &/or wear pager.</p> <p>*developed after employment</p>

JOB CODE TITLE
Information Technology Manager 2

JOB CODE
64133

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE
Clair Overley

DATE
1-7-08

App 1-16-08 CBS

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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	Manages a team of PeopleSoft administrators responsible for supporting the PeopleSoft components of the OAKS technical architecture: administers Weblogic domains, Tuxedo domains, & Process Scheduler domains; builds out the PeopleSoft components of new environments & the PeopleSoft components of environment refreshes to support development/testing efforts; produces a strategic plan for embracing additional technologies available in newer releases of PeopleTools; troubleshoots all complex PeopleSoft technical issues; implements PeopleSoft component of all future upgrades & patches; completes the PeopleSoft technical components of estimates for new projects & enhancements.	Knowledge of 1, 4, 5*, 7, 8, 9, 10, 11 Skill in 16 Ability to 17, 18, 19, 20, 21, 22, 23, 24, 25, 26.
30	Manages a team of Oracle database administrators responsible for supporting the database components of the OAKS technical architecture [e.g., project's 60+ PeopleSoft environments & 10 ancillary databases (ITG, UC4)]: supports the project's Oracle RAC enabled Production & Q/A database; troubleshoots & resolves all database production & development issues; builds out the Oracle components of new environments & the Oracle components of environment refreshes to support development/testing efforts; supports database component of all future Oracle & PeopleSoft upgrades & patches; produces a strategic plan for embracing additional technologies available in newer releases of PeopleTools; completes estimates of Oracle components for new projects & enhancements.	Knowledge of 1, 4, 5*, 7, 8, 9, 10, 11, 12, 13, 14, 15 Skill in 16 Ability to 17, 18, 19, 20, 21, 22, 23, 24, 25, 26.
10	Performs other related duties as required: attends seminars &/or classes to stay current with new technologies; prepares & delivers presentations. Works as an essential employee.	Knowledge of 4, 7, 8, 10, 12 Skill in 15 Ability to 17, 18, 20, 21, 22. *developed after employment

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Information Technology Manager 2

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64133

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Chari Overley Jr

1-7-08

Appl 1-16-08 CB