

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

Page 1 of 2

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

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

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

Page 2 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	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

JOB CODE TITLE
Information Technology Manager 2

JOB CODE
64133

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Clair Overley

1-7-08