

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
OAKS/HCM Application Support

POSITION NUMBER
20073536

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Application Support Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20073332 Deputy Director 6

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	Administers information technology (IT) functions (e.g., payroll, human resources, benefits, financials, technical) of Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application); supervises lower-level managers (e.g., approves time & attendance, completes performance evaluations, sets goals, recommends hiring, promotion, demotion, dismissal, suspension or discipline, determines staffing levels); sets priorities, develops & implements policies & work procedures; prepares budget & maintains fiscal controls; develops long-range plans for application operations & makes recommendations regarding hardware/software resources, facilities, staffing, supplies & equipment to meet current & forecasted needs; evaluates hardware & software systems & recommends changes as indicated; ensures programs are developed to implement new & revised laws & regulations that pertain to payroll (e.g., personnel systems, memberships in various retirement systems, federal, state & municipal taxes); provides detailed status reporting; leads quality reviews; acts on behalf of Program Director &/or Assistant Program Director as assigned.	Knowledge of (1) computer science; (2) state payroll functions & requirements; (3) federal, state & local laws, rules, regulations regarding payroll; (4) PeopleSoft application functionality & business processes; (5) business & architecture components; (6) supervisory techniques/principles; (7) budgeting, planning & forecasting; (8) employee training & development; (9) business administration; (10) personnel & project management; (11) systems design & analysis; (12) electronic data processing systems (e.g., programming, hardware systems, software applications); Skill in (13) operation of personal computer & associated hardware/software; Ability to (14) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (15) prepare meaningful, concise & accurate reports; (16) handle sensitive inquires, contacts & complaints from officials & general public.

JOB CODE TITLE
Data Systems Administrator

JOB CODE
64135

List Position Numbers & Titles of Positions Directly Supervised:

- 20073526 IT Manager 2
- 20075304 MAS2
- 20073335 IT Consultant 3
- 20073529 Project Manager 1

SIGNATURE OF AGENCY REPRESENTATIVE

Clair Overley Jr

DATE

2-1-08

Apr 2-1-08 CB

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Provides leadership for the OAKS Application Support Team: oversees development & programming, maintenance, operations, production & quality control; monitors performance against service level commitments; assists team in problem investigation & resolution, application fixes, enhancements & minor upgrades; monitors projects through System Investigation Request (SIR) logs & ensures timely response.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 Skill in 13 Ability to 14, 15, 16
10	Performs other related duties as assigned: serves as backup to other administrators when necessary; works on special requests; represents HCM at meetings, conferences & on committees.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 Skill in 13 Ability to 14, 15, 16
Position is overtime exempt.		

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