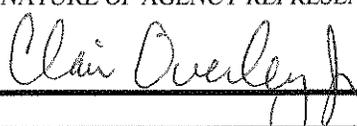


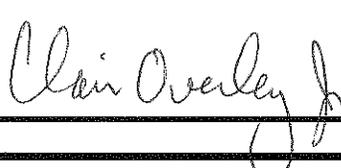
<h1 style="margin:0;">POSITION DESCRIPTION</h1>	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Office of Information Technology
		UNIT OR OFFICE OAKS Application Development - FIN

POSITION NUMBER 20075317	<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 Systems Analyst 3	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073483 Information Technology Manager 2	
	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
	50	<p>Leads team of lower-level systems analysts in analyzing, designing & coding application upgrades & enhancements for the Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) Financial (FIN) module that supports FIN functions (e.g., accounts payable, accounts receivable/billing, purchasing, budget, fixed assets); provides staff with technical assistance in programming languages, databases & technologies (e.g., SQL, People Tools, People Code, Application Engine, SQR, PS Workflow) & new system usage & maintenance to ensure 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.</p>	<p>Knowledge of (1) computer science; (2) computer systems analysis & design; (3) high-level computer programming languages, databases & technologies (e.g., SQL, People Tools, People Code, Application Engine, SQR, PS Workflow); (4) federal, state, & local laws & collective bargaining agreements relating to financial functions; (5) employee training & development*; (6) PeopleSoft application & FIN module; Skill in (7) operation of personal computer & associated hardware/software; (8) coding web-based applications (e.g., PeopleSoft); Ability to (9) interpret variety of technical computer manuals & documentation; (10) write programming specifications & system documentation; (11) communicate verbally on technical & non-technical matters; (12) move limbs/fingers easily to perform manual functions repeatedly; (13) respond to system issues 24X7; (14) carry cell phone or wear pager.</p>
	40	<p>Analyzes & designs upgrades & enhancements to the PeopleSoft FIN (e.g., accounts payable, accounts receivable/billing, purchasing, budget, and fixed assets) module: 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 & codes software adaptations; provides ongoing system maintenance & evaluation using high-level computer languages, databases & technologies (e.g., SQL, People Tools, People Code, Application Engine, SQR, PS Workflow);</p>	<p>Knowledge of 1, 2, 3, 4, 5*, 6 Skill in 7, 8 Ability to 9, 10, 11, 12, 13, 14</p> <p>*developed after employment</p>
	List Position Numbers & Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE
			
			DATE 1-7-08

Apd 1-16-08 CPB

JOB CODE TITLE
Systems Analyst 3
JOB CODE
64123

POSITION DESCRIPTION	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Office of Information Technology
		UNIT OR OFFICE OAKS Application Development - FIN

POSITION NUMBER 20075317 JOB CODE TITLE Systems Analyst 3 JOB CODE 64123	<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 Systems Analyst 3	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073484 Information Technology Manager 2	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.		
	Page 2 of 2		
	JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
10	supports critical financial functions & global updates to FIN records (e.g., interpreting & applying system changes due to federal, state, & local law, & requested changes); diagnoses problems & makes modifications; provides system support to all FIN program areas; works with statewide agencies & external vendors to interface electronic data with OAKS system. Performs other related duties as required: responds to inquiries regarding FIN programming & maintenance; attends meetings & training sessions; generates reports special projects; provides backup support.	Knowledge of 1, 2, 3, 4, 5*, 6 Skill in 7, 8 Ability to 9, 10, 11, 12, 13, 14 <u>Position Specific Minimum Qualifications</u> 1 yr. exp. in coding web-based applications (e.g., PeopleSoft) 6 mos. exp. using PeopleSoft tools (e.g., People Tools, People Code, Application Engine); 6 mos. exp. with FIN modules.	
	This position works as an essential employee.	*developed after employment	
List Position Numbers & Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
		DATE 1-7-08	

Appl 1-16-08 CB