

# 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  
20075319

State Agency     County Agency     New Position     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.

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## 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 &amp; coding application upgrades &amp; 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 &amp; technologies (e.g., SQL, People Tools, People Code, Application Engine, SQR, PS Workflow) &amp; new system usage &amp; maintenance to ensure proper practices &amp; maximum efficiency; resolves difficult problems; receives user requests &amp; assigns &amp;/or reviews work; oversees preparation of system &amp; user documentation; enforces compliance with system design standards &amp; recommends changes in unit/section procedures &amp;/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 &amp; design; (3) high-level computer programming languages, databases &amp; technologies (e.g., SQL, People Tools, People Code, Application Engine, SQR, PS Workflow); (4) federal, state, &amp; local laws &amp; collective bargaining agreements relating to financial functions; (5) employee training &amp; development*; (6) PeopleSoft application &amp; FIN module; Skill in (7) operation of personal computer &amp; associated hardware/software; (8) coding web-based applications (e.g., PeopleSoft); Ability to (9) interpret variety of technical computer manuals &amp; documentation; (10) write programming specifications &amp; system documentation; (11) communicate verbally on technical &amp; 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 &amp; designs upgrades &amp; enhancements to the PeopleSoft FIN (e.g., accounts payable, accounts receivable/billing, purchasing, budget, and fixed assets) module: analyzes hardware &amp; software alternatives; develops system flow charts; writes program specification &amp; system documentation; designs test procedures &amp; tests system for validity &amp; reliability; designs data files &amp; tables; designs &amp; codes software adaptations; provides ongoing system maintenance &amp; evaluation using high-level computer languages, databases &amp; 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>

JOB CODE TITLE  
Systems Analyst 3

JOB CODE  
64123

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Clair Overley Jr*

1-7-08

Apr 1-16-08 CB

<h1>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 20075319  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		
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>		
	%	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

App'd 1-16-08 CB