

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
OAKS/Infrastructure

POSITION NUMBER  
20075341

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
PeopleSoft Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20073532 Information Technology Manager 2

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
50	<p>Leads team of lower-level systems analysts in supporting the PeopleSoft technical components of the Ohio Administrative Knowledge System (OAKS) HCM, Finance, ELM, EPM, &amp; CRM production environments: supports, monitors, &amp; configures the BEA Weblogic web server tier &amp; the BEA Tuxedo application server tier; supports &amp; resolves issues for the various PeopleSoft development tools (e.g., Ascendial Data Stage, COBOL, SQR, Application Engine); actively participates in resolving complex production issues &amp; acts as PeopleSoft Administration subject matter expert to assist infrastructure &amp; development teams; provides support &amp; training to lower-level systems analysts; monitors environment for alerts, warning, &amp; errors; assists performance team as requested to ensure that Weblogic &amp; Tuxedo are configured to support optimal performance; maintains OAKS sign-on pages &amp; PeopleSoft jump page; ensures that monitoring of PeopleSoft architecture is sufficient; manages cases on PeopleSoft/Oracle's support website; responds to system issues 24 hours/day, 7 days/week which requires overtime or call back; may be required to carry cell phone, wear pager, or other necessary electronic device.</p>	<p>Knowledge of (1) PeopleSoft Administration (Bea Weblogic support, Tuxedo support, PeopleSoft Process Scheduler support); (2) components of PeopleSoft application production environments (e.g., human resources, finance, enterprise learning management, customer resource management); (3) UNIX environment &amp; shell scripts (4) Mercury IT Governance (ITG); (5) Advanced SQL development; (6) monitoring &amp; alarming tools; (7) systems engineering, technical analysis &amp; software development standards; Skill in (8) use of personal computer &amp; specialized software (e.g. data &amp; process modeling, project management); Ability to (9) mentor &amp; train less experienced colleagues; (10) interpret user requirements &amp; most complex technology; (11) develop &amp; implement project plans following project management methodologies &amp; utilizing automated project management tools; (12) prioritize tasks and meet deadlines; (13) communicate effectively, orally &amp; in writing, on technical &amp; non-technical matters; (14) respond to system issues 24X7, carry cell phone, pager or any other required electronic device.</p>

JOB CODE TITLE  
Systems Analyst 3

JOB CODE  
64123

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE  
*R. Steve Brown*

DATE  
2/28/08

*Apr 3-10-08 CB*

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
OAKS/Infrastructure

POSITION NUMBER  
20075341

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
PeopleSoft Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20073532 Information Technology Manager 2

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 3

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Supports the PeopleSoft technical component of OAKS non-Production technical environments: completes PeopleSoft administration tasks for the large number of non-Production development & testing environments; completes the PeopleSoft components of environment refreshes & builds new environments as required; installs PeopleSoft on new servers; completes work requests (OMRs) that are submitted by the application development teams; completes PeopleSoft components of project migrations; builds, supports, & maintains UNIX scripts that are part of the OAKS technical architecture; supports PeopleSoft training environments; monitors environment for alerts, warning, & errors that may occur in the various PeopleSoft architecture tiers; assists developers with complex SQL issues; works with the performance team to ensure performance testing & performance reviews are conducted for newly built or modified programs.	Knowledge of 1, 2, 3, 4, 5, 6, 7 Skill in 8 Ability to 9, 10, 11, 12, 13, 14.
15	Responsible for PeopleSoft/PeopleTools upgrades & application of bundles & maintenance packs: oversees future PeopleTools upgrade & patching efforts; applies quarterly application bundles/service packs and frequent tax updates to HCM application; uses Upgrade Assistant to perform "test moves to Production" during any future application upgrade; executes Production PeopleSoft upgrade process during any future application upgrade; owns PeopleSoft technical components of any future hardware platform migration;	Knowledge of 1, 2, 3, 4, 5, 6, 7 Skill in 8 Ability to 9, 10, 11, 12, 13, 14.
10	May be required to support "bolt-on components" of the OAKS technical architecture: may be cross-trained to periodically support non-PeopleSoft components of the technical architecture (e.g., support for the interface/FTP architecture, the batch architecture, & the reporting architecture); may be cross-trained to support the Mercury applications including IT Governance (ITG) and Quality Center that are used within OAKS; may be cross-trained to support a variety of tools including UPK that are used in the OAKS training environment.	Knowledge of 1, 2, 3, 4, 5, 6, 7 Skill in 8 Ability to 9, 10, 11, 12, 13, 14.

JOB CODE TITLE  
Systems Analyst 3

JOB CODE  
64123

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



2/28/06

Apd 3-10-08CB

<b>POSITION DESCRIPTION</b>	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Office of Information Technology
		UNIT OR OFFICE OAKS/Infrastructure

POSITION NUMBER 20075341	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION PeopleSoft Administrator	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073532 Information Technology Manager 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24X7	
	Page 3 of 3	

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
5	Performs other tasks as required: attends seminars &/or classes to stay current with new technologies; prepares & delivers presentations	Knowledge of 1, 2, 7 Skill in 8 Ability to 12, 13.  <u>Position Specific Minimum Qualifications</u>  24 mos. exp. supporting components of PeopleSoft application production environments (e.g., human resources, finance, enterprise learning management, customer resource management).

JOB CODE 64123	List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/28/08

App. 3-10-08 CB