

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
OAKS/Infrastructure/PS Administration

POSITION NUMBER
20075342

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 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	<p>Analyzes & designs technical component of Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) non-Production technical environments: supports, monitors, & configures the BEA Weblogic & BEA Tuxedo web server tiers; supports & configures Process Schedulers for non-Production environments; supports & resolves issues for various PeopleSoft development tools (e.g., Ascential Data Stage, COBOL, SQR, Application Engine); completes PeopleSoft components of environment refreshes & builds new environments; installs PeopleSoft on new servers; completes work requests (OMRs) submitted by application development teams; completes PeopleSoft components of project migrations; supports PeopleSoft training environments; monitors environment for alerts, warnings, & errors that may occur in various PeopleSoft architecture tiers; assists developers as needed with complex technical issues; responds to system issues 24 hours/day, 7 days/week which requires overtime/call back; may be required to carry cell phone &/or wear pager or other necessary electronic device.</p>	<p>Knowledge of (1) PeopleSoft Administration (e.g., Bea Weblogic support, Tuxedo support, PeopleSoft Process Scheduler support); (2) UNIX environment & shell scripts; (3) Mercury IT Governance (ITG); (4) advanced SQL development; (5) monitoring & alarming tools; (6) systems engineering, technical analysis & software development standards; Skill in (7) use of personal computer & specialized software (e.g. data & process modeling, project management); Ability to (8) interpret user requirements & most complex technology; (9) develop & implement project plans following project management methodologies & utilizing automated project management tools; (10) prioritize tasks & meet deadlines; (11) communicate effectively, orally & in writing, on technical & non-technical matters; (12) respond to system issues 24X7, carry cell phone, &/or wear pager or other required electronic device.</p>
25	<p>Completes project migrations: migrates PeopleSoft projects & external files as requested by application development teams; runs code to compare reports between environments; runs PeopleSoft ddaudit & sy-saudit reports & analyzes results; completes all required project documentation when completing migrations to adhere to IT security policy.</p>	<p>Knowledge of 1, 2, 3, 4, 5, 6 Skill in 7 Ability to 8, 9, 10, 11, 12.</p>

JOB CODE TITLE
Systems Analyst 2

Appl 5-6-0808

JOB CODE
64122

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Donna Will

5-1-08

POSITION DESCRIPTION

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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
10	Assists in future PeopleSoft/PeopleTools upgrades & application of bundles & maintenance packs: responsible along with teammates for future PeopleTools upgrade & patching efforts; applies quarterly application bundles, service packs, & frequent tax updates to non-Production PeopleSoft environments; utilizes Upgrade Assistant to perform "test moves to Production" during application upgrades.	Knowledge of 1, 2, 3, 4, 5, 6 Skill in 7 Ability to 8, 9, 10, 11, 12.
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., interface/FTP architecture, batch architecture, reporting architecture); may be cross-trained to support Mercury applications (e.g., IT Governance (ITG) & Quality Center) 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 Skill in 7 Ability to 8, 9, 10, 11.
5	May gradually be expected to perform PeopleSoft Administration for Production environments: as skills deepen & as familiarity with the OAKS environments increases, may perform basic PeopleSoft administration tasks within the OAKS Production PeopleSoft applications; performs other related tasks as required; (e.g., attends seminars &/or classes to stay current with new technologies; prepares & delivers presentations).	Knowledge of 1, 2, 3, 4, 5, 6 Skill in 7 Ability to 8, 9, 10, 11. <u>Position Specific Minimum Qualifications</u> 12 mos. exp. in PeopleSoft Administration (e.g., BEA Weblogic support, Tuxedo support, PeopleSoft Scheduler support).

JOB CODE TITLE
Systems Analyst 2

Apr 5-6-08 CB

JOB CODE
64122

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Darlene White

5-1-08