

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
OAKS/Infrastructure Team

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Senior 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
20	Provides technical advice & direction to upper-level management for strategic direction of PeopleSoft technology for the Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application): researches options available within newer versions of PeopleTools & makes recommendations to management regarding acquisition; assists OAKS PeopleSoft/Database Administration Manager with creating PeopleSoft upgrade plans for the 3-5 year period; drives appropriate timeline for moving to Oracle Fusion application; participates in producing estimates for PeopleSoft technical components of future projects & enhancements; responsible for PeopleSoft components of any identity management/LDAP solution that the state may implement; responds to PeopleSoft/OAKS issues 24 hours/day, 7 days/week which may require overtime/call back; may require carrying a cell phone or wearing a pager.	Knowledge of (1) PeopleSoft application; (2) computer science; (3) systems analysis & design; (4) database administration & maintenance; (5) Oracle RDBMS; (6) DBMS security; (7) Oracle RAC; (8) Oracle database components; (9) database architecture; Skill in (10) operation of microcomputers & associated hardware, software (e.g., PeopleSoft/PeopleTools, Oracle); Ability to (11) define problems, collect data, establish facts & draw valid conclusions; (12) interpret variety of technical material in books, journals & manuals; (13) deal with many variables & determine specific action (e.g., research, production); (14) prepare meaningful, concise & accurate reports; (15) use proper research methods in gathering data; (16) respond to system issues 24X7; (17) carry cell phone &/or wear pager.
25	Ensures that PeopleSoft components of technical architecture support the business needs: supports, monitors & configures the BEA Weblogic web server tier & the BEA Tuxedo application server tier; supports & resolves issues for various PeopleSoft development tools (e.g., Ascential Data Stage, COBOL, SQR, Application Engine); serves as PeopleSoft technical subject matter expert.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17

POSITION NUMBER
20075494

JOB CODE TITLE
Information Technology Consultant 3

JOB CODE
64163

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Clair Overley

1-9-08

App 1-22-08 CB

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25	Provides status reports to technical & application team management on PeopleSoft issues: uses deep PeopleSoft technical knowledge to research & work with other PeopleSoft administrators on the team to resolve production support PeopleSoft issues; works with security team to support PeopleSoft security; reviews log files; sets up simulations; manages cases on PeopleSoft/Oracle support web site; reaches out to other PeopleSoft contacts to resolve issues; creates incident reports when PeopleSoft technical issues cause outages or business impacts.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17
25	Creates & maintains standards for PeopleSoft technical support & configuration: develops & enhances optimal environment management approach; ensures that builds & refreshes of environments are efficient & automated as much as possible.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17
5	Performs other related duties as required: attends seminars &/or classes to stay current with new technologies; prepares & delivers presentations.	Knowledge of 1, 4, 8, 9 Skill in 10 Ability to 12, 14, 15
Works as essential employee.		

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DATE

Chari Overley Jr

1-9-08

Apr 17-22-08 CB