

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
20075561

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Batch Configuration Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20074529 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
40	<p>Manages batch processing section of Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) which supports multiple state agencies' computer needs: monitors & maintains batch system; develops & implements policies & procedures for batch processing; oversees daily, weekly, monthly & annual processing for HCM, Finance, Time & Labor, Benefits & other OAKS modules; assigns, reviews & schedules work; defines escalation procedures for batch system & other applications (e.g., PeopleSoft ELM, CRM, HCM, Financials, EPM); assists in using tools (e.g., HP Openview dashboard, UC4, Control M); schedules batch runs; monitors operation & performance of multiple batch processes; monitors & oversees employees' resolutions to complex & difficult batch failures; ensures security of data; ensures continuous shift coverage & responds to batch processing issues 24X7 which requires overtime or call back; may be required to carry cell phone, wear pager, or other necessary electronic device; provides Level 2 batch scheduling support to the Office of Information Technology (OIT) Operations group that monitor batch 24X7.</p>	<p>Knowledge of (1) computer science (2) project & program management; (3) public relations; (4) supervisory principles & techniques; (5) agency policies & procedures*; (6) government structure & process*; (7) employee training & development; (8) batch processing protocols; Skill in (9) microcomputers & associated hardware/software (e.g., Visio, UNIX, PeopleSoft, SQL); Ability to (10) handle sensitive inquiries from & contacts with government officials; (11) define problems, collect data, establish facts & draw valid conclusions; (12) establish work priorities & meet deadlines; (13) read & understand technical manuals & instructions; (14) recognize unusual or threatening conditions & take appropriate action; (15) respond to batch processing issues 24X7; (16) carry cell phone &/or wear pager.</p>
25	<p>Works closely with OAKS application functional & development teams to implement & support batch processes: participates in daily meetings with application functional teams to review nightly batch changes & correct previous night batch issues; provides input in development of batch processes (e.g., identifies problem areas, provides data for new runs, gathers & documents new release batch requirements, builds & tests new release batch schedules, implements new batch schedules for future releases); ensures accurate documentation of changes;</p>	<p>Knowledge of 1, 2, 3, 5*, 6*, 8 Skill in 9 Ability to 10, 11, 13, 14, 15, 16</p>

*developed after employment

JOB CODE TITLE
Management Analyst Supervisor 1

JOB CODE
63215

List Position Numbers & Titles of Positions Directly Supervised:

20075562 Data Systems Scheduler 3

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

2/24/05

Appl 3-7-08 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
20075561

State County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Batch Configuration Supervisor 20074529 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	<p>attends SIR meetings & reports status; attends Operations Change Control Board meetings to provide status of completed & planned work.</p> <p>Works with the Office of Information Technology Operations 24X7 batch monitoring group: ensures that OAKS documentation is current so that the Operations group can provide Level 1 support; ensures that resolution matrixes are current; ensures that Operations group is fully aware of "special batch processing periods" (e.g., tax season & 1099 processing); works with Operations Group to continuously improve support of batch processing; ensures that resolution matrixes are current.</p>	<p>Knowledge 1, 3, 5*, 6*, 7, 8 Skill in 9, Ability to 11, 14</p>
10	<p>Maintains vendor relationships for the UC4 batch scheduling tool: ensures that the State remains current with UC4 upgrades & patches; ensures that during future PeopleSoft upgrades, UC4 is upgraded as required to remain certified.</p>	<p>Knowledge 1, 3, 5*, 6*, 8 Skill in 9, Ability to 11</p>
5	<p>Performs other related duties: attends trained as needed; reads technical manuals regarding equipment operation & system problem identification.</p> <p>Position is overtime exempt & works as an essential employee.</p>	<p>Knowledge 1, 5*, 6*, 8 Skill in 9, Ability to 11</p>

JOB CODE TITLE
Management Analyst Supervisor 1

JOB CODE
63215

List Position Numbers & Titles of Positions Directly Supervised:

20075562 Data Systems Scheduler 3

SIGNATURE OF AGENCY REPRESENTATIVE

P. Steve Thomas

DATE

2/25/08

App 3-7-08 CB