

<h1>POSITION DESCRIPTION</h1>	<h2>OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2>	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Office of Information Technology
		UNIT OR OFFICE OAKS/Infrastructure

POSITION NUMBER 20075562	<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 Batch Configuration Analyst	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20075561 Management Analyst Supervisor 1		
	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	
	35	Determines proper space requirements for 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 schedule; determines optimum scheduling timetable to execute production jobs as they relate to resource availability, mandated completion & delivery dates & data contention issues using automated scheduling software package (e.g., UC4); works closely with OAKS application functional & development teams to implement & support batch processes; completes batch scheduling changes in test environments & ensures that changes are properly migrated to the production environment; responds to batch 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.	Knowledge of (1) computer science (2) project & program management; (3) public relations; (4) agency policies & procedures*; (5) government structure & process*; (6) batch processing protocols; Skill in (7) microcomputers & associated hardware/software (e.g., Visio, UNIX, PeopleSoft, SQL); Ability to (8) handle sensitive inquiries from & contacts with government officials; (9) define problems, collect data, establish facts & draw valid conclusions; (10) establish work priorities & meet deadlines; (11) read & understand technical manuals; (12) recognize unusual or threatening conditions & take appropriate action; (13) respond to batch processing issues 24X7; (14) carry cell phone &/or wear pager.	
	20	Works to resolve complex batch scheduling issues: ensures that schedules & dependencies are configured correctly; works with vendor to resolve any systemic issues with the UC4 batch scheduling software; provides Level 2 batch scheduling support to the Office of Information Technology (OIT) Operations group that monitors batch 24X7.	Knowledge of 1, 2, 3, 4*, 5*, 6 Skill in 7 Ability to 8, 9, 10, 11, 12, 13, 14.	
			*developed after employment	
JOB CODE 12823	List Position Numbers & Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 2/25/08	

App 3-4-08 CB

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	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
	20	Maintains batch system documentation: ensures that batch scheduling Visio flows & matrices are current; ensures that response matrix for batch processing issues is current; monitors & maintains HP Openview dashboard; maintains processing time requirements for production jobs.	Knowledge of 1, 2, 3, 4*, 5*, 6 Skill in 7 Ability to 8, 9, 10, 11, 12, 13, 14.	
	15	Supports other components of OAKS technical architecture: may be trained to support the interface, FTP & reporting architecture; may be trained to complete project migrations; may be trained to complete certain PeopleSoft administration duties.	Knowledge of 1, 2, 3, 4*, 5*, 6 Skill in 7 Ability to 8, 9, 10, 11, 12, 13, 14.	
	10	Performs other related duties: attends classes; reads technical manuals regarding equipment operation & system problem identification.	Knowledge of 1, 6 Skill in 7 Ability to 8, 9, 10, 11	
		Works as essential employee.	*developed after employment	
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			DATE 2/25/08	

Apr 3-4-08 CB

JOB CODE TITLE  
 Data Systems Scheduler 3