

<h1 style="margin: 0;">POSITION DESCRIPTION</h1>	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Human Resources Division
		UNIT OR OFFICE Payroll Administration

POSITION CONTROL NUMBER 23104.0	<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 Systems Analyst	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 23102.0 Information Technology Manager 2	
NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.		

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	Under direction of State Payroll Administrator, leads team of lower-level analysts in analyzing & designing statewide centrally supported human resources computer system (HR2K) (e.g., payroll, position control, attachments & benefits) that supports Auditor of State for employee EFT & warrant information, OBM Central Accounting System for payroll accounting transactions & statewide comprehensive human resources reporting. Provides staff with technical assistance in programming languages & technologies (e.g., COBOL MVS, Assembler, JCL & VSAM), new system usage/maintenance to ensure proper practices & maximum efficiency & resolve difficult problems. Receives user requests & assigns &/or reviews work; oversees preparation of system & user documentation; enforces compliance with system design standards & recommends changes in unit/section procedures &/or standards.	Knowledge of (1) computer science; (2) computer systems analysis & design; (3) high-level computer programming languages, databases & technologies (e.g., COBOL MVS, CICS, SQL, Visual Basic, VSAM, DB2, MS SQL Server, MS Access, FTP, JCL); (4) federal, state & local law & collective bargaining agreements relating to payroll & personnel functions; (5) employee training & development*; (6) human resources computer systems. Skill in (7) operation of computer terminal & peripheral equipment. Ability to (8) interpret variety of technical computer manuals & documentation; (9) write programming specifications & system documentation; (10) communicate verbally on technical & non-technical matters; (11) move limbs/fingers easily to perform manual functions repeatedly.
45	Analyzes & designs large, complex computer systems within HR2K (e.g., benefits, payroll accounting, state certification, employee earnings). Analyzes hardware & software alternatives; develops system flow charts; writes program specifications & system documentation; designs test procedures & tests system for validity & reliability; designs VSAM, DB2, and MS Access data files/tables; designs software adaptations provides ongoing system maintenance & evaluation using high-level computer languages databases & technologies (e.g., COBOL MVS, Assembler, VSAM, FTP) Supports critical payroll administration functions & global updates to HR2K records (e.g., interpreting and applying system changes due to federal, state and local law, as well as collective bargaining agreements and requested changes). Diagnoses problems & makes modifications; codes, debugs &	Knowledge of 1, 2, 3, 4, 6 Skill in 7 Ability to 8, 9, 10, 11 *developed after employment

(continued)

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Charles L. Shuler

11/18/02

CLASS TITLE
Systems Analyst 3

CLASS NUMBER
64123

App 11-18-02 CB

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		updates systems. Provides system support to DAS Payroll Administration, Benefits Administration Services, Certification and Testing units & statewide agency payroll, personnel and benefits staff. Works with statewide agencies and external vendors to interface electronic data with HR2K system (e.g., employee benefit elections and thrd party vendor information).		
	10	Responds to inquiries regarding HR2K programming & maintenance. Attends meetings & training sessions, Performs other related duties as required (e.g., generating reports, special projects, provides backup support).	Knowledge of 1, 2, 3, 4, 6 Skill in 7 Ability to 8, 9, 10, 11. <u>Position Specific Minimum Qualifications</u> 24 mos. exp. using COBOL MVS, CICS, SQL, Visual Basic, JCL & FTP; 24 mos. exp. analyzing & maintaining VSAM, DB2, MS Access & MS SQL Server databases; 24 mos. exp. developing human resources computer systems relating to position control costing, attachments, benefits & vendor payments; 12 mos. exp. interpreting & applying system changes due to federal, state & local law & collective bargaining agreements.	
CLASS NUMBER 64123	CLASS TITLE Systems Analyst 3	List Position Numbers and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Charles L. Thulw</i>	DATE 11/18/02

App'd 11-18-02 CB