

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Payroll Administration

POSITION CONTROL NUMBER
23118.0

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Programmer/Analyst 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
23102.0 Information Technology Manager 2

NORMAL WORKING HOURS
8:00 a.m. - 5:00 p.m.

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Writes new & modifies existing medium to large computer programs independently; analyzes & designs HR2K (i.e., centrally supported human resource computer systems for payroll, attachments, position control, benefits & Human Resource Employee Identification system (HRID) with assistance from higher-level programmer/analyst or supervisor. Performs general maintenance (e.g., debugging, testing, compiling, file maintenance) & modifications of payroll programs to meet user needs & solve problems with payroll systems, languages, databases & technologies (e.g., COBOL, MVS, JCL, CICS, VSAM, DB2). Prepares Job Control Language (JCL) modules & coordinates payroll programming production maintenance. Writes program & system documentation. Responds to request from users for special reports files.	Knowledge of (1) high-level computer programming languages, databases & technologies (e.g., COBOL, MVS, JCL, CICS, VSAM, DB2, Visual Basic, MS Access, MS SQL Server); (2) computer systems analysis & design; (3) algebra; (4) programming for human resources programs (e.g., payroll, attachment, position control, HRID, & benefits). Skills in (5) operation of computer terminal and peripheral equipment; (6) use of high-level programming languages (e.g., COBOL, MVS, JCL) on mainframe & personal computer. Ability to (7) interpret variety of technical computer manuals & documentation; (8) write instruction manuals, program & system documentation; (9) communicate verbally & in writing on technical & non-technical matters; (10) gather, collate & classify information about data, people or things; (11) cooperate with others on group projects; (12) move limbs/fingers easily to perform manual functions repeatedly.
25	Supports & writes existing programs using JCL & Visual Basic on MS Access & MS SQL Server databases; analyzes hardware & software alternatives; writes system documentation; develops systems test data & monitors test results (e.g., modifies, creates & maintains HRID programming application); codes, tests, debugs & update systems. Maintains programs & databases & supports general Accounting System, production of comprehensive reporting information using JCL, Visual Basic, & MS Access on MS SQL Server for consistent presentation to users. Designs database files.	Knowledge of 1, 2, 3, 4 Skill in 5, 6 Ability to 7, 8, 9, 10, 11, 12 *developed after employment

CLASS TITLE
Programmer/Analyst 3

CLASS NUMBER
64113

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

9/5/03

Appl 9-17-03 CBS

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23102.0 Information Technology Manager 2

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8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
10	Receives training in complex programs by monitoring & testing data using COBOL, MVS, JCL, CICS, VSAM, DB2, MS Access, MS SQL Server; analyzes user needs & existing functions; analyzes hardware & software alternatives; writes systems documentation, develops systems test data & monitors test results.	Knowledge of 1, 2, 3, 4 Skill in 5, 6 Ability to 7, 8, 9, 10, 11, 12
5	Provides technical computer assistance & information to users. Defines, troubleshoots & corrects complex computer-related problems (e.g., database design, major system errors); trains users in uses of programs/systems; coordinates work with payroll accounting & payroll support staff. Researches & refers to technical computer manuals for problem resolution & guidance. Attends meeting to discuss projects attends training classes & seminars.	Knowledge of 1, 2, 3, 4 Skill in 5, 6 Ability to 7, 8, 9, 10, 11, 12
Works as essential employee		*developed after employment

POSITION CONTROL NUMBER
23118.0

CLASS TITLE
Programmer/Analyst 3

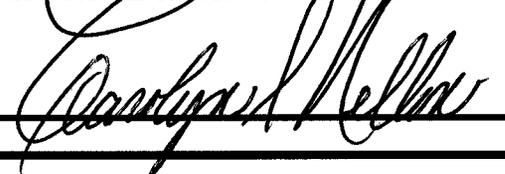
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