

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
Payroll Administration

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Programmer Analyst - Intermittent

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
23102.0.0 Information Technology Manager 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
Intermittent Work Hours

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	<p>Under direction of Payroll Administrator, writes computer programs, analyzes &amp; designs statewide centrally supported human resources computer systems (HR2K) (e.g., payroll, attachments, position control, professional development &amp; benefits). Assigns &amp; reviews work (e.g., program design, testing, documentation) for accuracy &amp; completeness; trains lowerlevel programmer analysts in work functions &amp; standards; assists staff in solving problems with payroll systems, languages, databases &amp; technologies (e.g., COBOL, MVS, JCL, CICS, Visual Basic, VSAM, DB2, MS SQL Server, MS Access). Participates in developing unit standards, policies &amp;/or procedures.</p>	<p>Knowledge of (1) high-level computer programming languages, databases &amp; technologies (e.g., COBOL, MVS, JCL, CICS, Visual Basic, VSAM, DB2, MS SQL Server, MS Access); (2) computer systems analysis &amp; design; (3) employee training &amp; development*; (4) algebra; (5) programming for human resources programs (e.g., payroll, attachments, position control, professional development, benefits). Skill in (6) operation of computer terminal &amp; peripheral equipment. Ability to (7) interpret variety of technical computer manuals &amp; documentation; (8) write instruction manuals, program &amp; system documentation; (9) communicate verbally on technical &amp; non-technical matters; (10) gather, collate &amp; classify information about data, people or things; (11) cooperate with others on group projects; (12) move limbs/fingers easily to perform manual functions repeatedly.</p> <p>*developed after employment</p>

POSITION CONTROL NUMBER  
23119.0

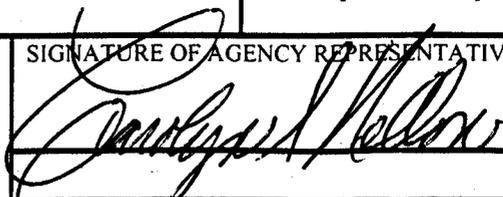
CLASS TITLE  
Programmer/Analyst 4

CLASS NUMBER  
64114

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/10/13

11/20/7-21-03CS

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Programmer Analyst - Intermittent      23102.0.0 Information Technology Manager 2

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	Writes new & modifies existing HR2K computer programs (e.g., payroll, attachments, position control, professional development & benefits) using high-level computer languages, databases & technologies (e.g., COBOL, MVS, JCL, CICS, Visual Basic, BSAM, DB2, MS SQL Server, MS Access). Responsible for generating Central Accounting System & Auditor of State files, production of comprehensive reporting & employee warrant information. Prepares Job control Language (JCL) modules & coordinates & performs bi-weekly production maintenance on payroll, position control & attachment systems. Programs & supports VSAM, DB2, MS Access & MS SQL Server databases using Visual Basic; maintains payroll file retention schedule; analyses user needs & existing functions; analyzes hardware & software alternatives; writes system documentation; develops system test data & monitors test results; codes, tests, debugs & updates Payroll maintenance system. Designs database files.	Knowledge of 1, 2, 3, 4, 5 Skill in 7 Ability to 7, 8, 9, 10, 11, 12.
10	Provides technical computer assistance & information to users. Defines, troubleshoots & corrects complex computer-related problems (e.g., database design, major system errors); trains users in use of programs/systems; coordinates work with payroll services, payroll accounting, payroll attachments & production support staff. Researches & refers to technical computer manuals for problem resolution & guidance. Attends meetings to discuss projects & attends training classes & seminars.	Knowledge of 1, 2, 4, 5 Skill in 6 Ability to 7, 8, 9, 10, 11, 12
This intermittent position is in unclassified service per Section 124.11(A)(29) of Ohio Revised Code.		*developed after employment

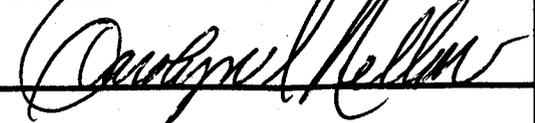
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