

<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 23128.0	<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 Programmer 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 Payroll Administrator, leads team of programmer analysts in writing computer programs, analyzing & designing statewide centrally supported human resources computer systems (HR2K) (e.g., payroll, attachments, position control, professional development & benefits). Assigns & reviews work (e.g., program design, testing, documentation) for accuracy & completeness; trains lower-level programmer analysts in work functions & standards; assists staff in solving problems with payroll systems, languages, databases & technologies (e.g., COBOL MVS, JCL, CICS, Visual Basic, VSAM, DB2, MS SQL Server, MS Access). Participates in developing unit standards, policies &/or procedures.	Knowledge of (1) high-level computer programming languages, databases & technologies (e.g., COBOL MVS, JCL, CICS, VSAM, DB2, Visual Basic, MS SQL Server, MS Access); (2) computer systems analysis & design; (3) employee training & 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 & peripheral equipment. Ability to (7) interpret variety of technical computer manuals & documentation; (8) write instruction manuals, program & system documentation; (9) communicate verbally 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.

\*developed after employment

App 11-18-02 CB

CLASS TITLE  
Programmer/Analyst 5  
  
 CLASS NUMBER  
64115

List Position Numbers and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Charles L. Shuler</i>	DATE 11/18/02
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# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
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DIVISION OR INSTITUTION  
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State Agency     County Agency     New Position     Change    County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION: Programmer 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	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, VSAM, 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; analyzes 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, 4, 5 Skill in 6 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  <u>Position Specific Minimum Qualifications</u> 2 courses or 6 mos. exp. in COBOL MVS, VSAM, DB2 & CICS application programming; 2 courses or 6 mos. exp. in programming & supporting MS SQL Server, MS Access & DB2 databases using Visual Basic.

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Charles L. Mullen*

*11/18/02*

POSITION CONTROL NUMBER  
23128.0

CLASS TITLE  
Programmer/Analyst 5

CLASS NUMBER  
64115

*April 11-18-02 CCB*