

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Human Resources Support

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Systems Analyst 2 (Intermittent)

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
21000.0 Human Resources Manager 4

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
60	<p>Under direct supervision from the Department of Administrative Services (DAS) Human Resources Division (HRD) Administrator, receives functional work objectives from the Human Resources Manager, HRD, to implement the procurement module of the Peoplesoft based Ohio Administrative Knowledge System (OAKS): analyzes & documents existing business functions, processes & information technology systems of HR2K System to formulate strategic & tactical plans, plus necessary resources to migrate systems, processes & data for Peoplesoft implementation; prepares estimates of time, cost, supplies &/or personnel; develops system flow charts; interviews customers; documents current laws, procedures & methods; builds lists of desired requirements; determines appropriate configurations; provides flowcharts, data diagrams, screen & report mock-ups, & other documentation to fully represent the desired product; writes specifications & system documentation; designs system test procedures & tests system for validity & reliability; creates test plans to monitor/track testing of product; reviews implementation for compliance with design; organizes & assists in customer testing of product; documents existing data bases & prepares field mapping data migration plans; provides on-going system maintenance & evaluation, (i.e., assists agency representatives in evaluation of agency needs &) & assists with the development of policies relating to e-procurement & use of information systems technology for e-procurement.</p> <p>Position is unclassified ORC 124.11 (A)(29)</p>	<p>Knowledge of (1) Peoplesoft ERP software, (2) web-based technologies (e.g., Visual Basic.net, ASP.net, HTML, Java Script, Adobe Acrobat & VB Script), Visual Studio.net products, Dreamweaver (3) relational databases & data relationships (e.g., Access) (i.e., SQL Server or Oracle); (4) electronic data processing systems (e.g., mainframe, PC & server platforms); (5) design methodology; programming tools/techniques (e.g., Dreamweaver*, Visual Studio products, (6) data interfaces; (7) web browsers (e.g., Internet Explorer, Netscape). Skill in (8) office automation tools (e.g., Word, Excel); (9) graphics packages (e.g., Visio, Adobe Acrobat, PowerPoint*); (10) desktop hardware (e.g., personal computer, monitor, keyboard, CD-Rom, diskette reader). Ability to (11) define problems, collect data, establish facts & draw valid conclusions; (12) prepare meaningful, concise & accurate reports; (13) cooperate with co-workers on group projects; (14) interview customers & assess needs; (15) technical writing; (16) innovate & think creatively to propose alternative solutions; (17) communicate effectively in speech & writing</p> <p>*developed after employment</p>

POSITION CONTROL NUMBER
24102.0

CLASS TITLE
Systems Analyst 2

CLASS NUMBER
64122

APD 3/30/06 JMO

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Aephnera PuncBaku 3/28/06

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15	Researches technical computer manuals & utilizes knowledge of web based architectures, databases, e-procurement to effectively align the configuration & implementation of Peoplesoft Procurement module to the technical platform & system capabilities; works with OAKS programmers to configure, evaluate, test & process change requests for configuration & implementation issues.	Knowledge of 1, 2, 3, 4, 5, 6, 7 Skill in 8, 9, 10 Ability to 11, 12, 13, 14, 15, 16, 17.
15	Establishes & maintains user contacts; instructs & trains users in operation of & procedures for Peoplesoft use; coordinates work with consultants, vendors, agency & OAKS representatives &/or governmental personnel; writes user manuals & instructions; consults with agency representatives to ensure effective use of information system resources. Acts as liaison between programming staff & customers; assists with interpretation of design into technical product; acts as expert on operation of the Peoplesoft Procurement Module; promotes completed products into production status & use by customers.	Knowledge of 1, 2, 3, 4, 5, 6, 7, Skill in 8, 9, 10 Ability to 11, 13, 14, 15, 16, 17.
10	Performs other technical & analytical duties: (e.g., attends seminars &/or classes to remain current in knowledge of hardware & software technology; creates procedures & standards as part of an ITS team; coordinates development efforts with other agencies, private sector representatives, & divisions within DAS). Position is unclassified ORC 124.11 (A)(29)	Knowledge of 1, 2, 3, 4, 5, 6, 7, Skill in 8, 9, 10 Ability to 11, 13, 16, 17 <u>Position Specific Minimum Qualifications:</u> 6 mos. exp. or 6 mos. trg. E-procurement; 12 mos. using Visual Basic, ASP, HTML, Java Script & VB Script in web application development environment. 12 mos. exp. or 12 mos. trg. using SQL Server or Oracle for application data storage in web environment. *developed after employment

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24102.0

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64122

APD 3/30/06 MC

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Asphensence Baker 3/23/2006