

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Workforce Development Office

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Applications Developer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
26300.0 Administrative Assistant 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)

Part Time Variable hours between 8:00 a.m. & 5:00 p.m. up to 39 hours per week

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	<p>Acts as key worker in design & implementation of Workforce Development Office (WFD) databases to facilitate collection, analysis & output of WFD data; modifies & maintains existing databases for WFD: Computer Enrichment Training (CET) & Vocational Training (VTP). Interfaces with mainframe databases (e.g., payroll) to import records into Access databases in order to update records & generate reports; protects databases (e.g., performs system backup & recovery, repairs damaged databases & sets up security features); ensures system efficiency by performing system tuning & expansion; monitors & corrects issues relating to file/data growth, distribution, fragmentation & processing efficiency; analyzes proposed changes to existing systems to prevent negative impact on total system processing; coordinates (e.g., talks with customers regarding proposed changes, gathers information, develops prototypes) changes with management & customers (e.g., union, schools, employees); automates database functions by writing stored procedures on SQL server; implements (e.g., migrates data from test files to production files) new & modified systems. Plans & designs new databases to facilitate collection & analysis of WFD data using information gathered from meetings with WFD staff; conceptualizes data fields; creates links between data; ensures ease of data entry; writes programs, tests, & writes program documentation. Plans, designs, creates & formats various reports using SQL & other Access reporting functions (e.g., auto-report, customized design); suggests improvements to office administrators based on independent system analysis.</p>	<p>Knowledge of (1) Windows operating systems (e.g., Windows 95, 98, 2000 & NT); (2) SQL server management (3) Access database development/maintenance concepts & techniques; (4) computer science; (5) systems analysis & design. Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Access); (7) writing Visual Basic code; (8) writing SQL statements; (9) data importation & automated loading into SQL server; (10) generating reports in Access. Ability to (11) compile & systematically analyze data; (12) read, comprehend & apply technical information; (13) write well organized, coherent & accurate documents; (14) work jointly with individuals & groups; (15) maintain accurate records; (16) diagnose/recognize errors in programming code & logic & make corrections; (17) deal with large number of variables & determine specific course of action; (18) move hands/fingers easily to operate computer terminal; (19) verbally communicate technical & procedural information to technical & non-technical groups; (20) conceptualize & design computer programs from verbal instructions; (21) independently solve most problems.</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Valerie Handy

12/30/02

POSITION CONTROL NUMBER
26307.0

CLASS TITLE
Database Analyst 2

CLASS NUMBER
64152

Upd 1-7-03CB

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30	Serves as liaison to internal & external parties (e.g., MIS staff, Payroll Administration staff, vendors) providing technical assistance & consultation on technical requirements & system capabilities in regard to importing information into WFD databases & web site & design/modification of programs. Serves as project manager (e.g., monitors, directs, advises, communicates requirements, apprises management of progress, reviews system designs & program coding to ensure standards are met) over outsourced application development in assigned programs. Collaborates with schools to develop new systems for electronic transfer of data (e.g., invoices, grades, enrollment information) between schools & existing WFD applications.	Knowledge of 1, 2, 3, 4, 5 Skill in 6, 7, 8, 9 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21
15	Manages (e.g., creates, modifies applications) assigned web site pages through use of various web-enabling languages (e.g., VB Script using Open Database Connectivity, Java Script, ASP Script, HTML). Develops on-line applications to provide information to OCSEA members & allow on-line registration using information gathered from meetings with WFD staff. Troubleshoots & resolves problems with existing WFD web pages.	Knowledge of 1, 2, 3, 4, 5 Skill in 6, 7, 8, 9, (22) writing HTML, ASP Script & Java Script. Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21.
15	Responds to user issues: analyzes operations of databases; checks for accuracy of operations & corrects problems. Tracks problems via documentation & logging. Develops programs to allow users to extract special ad hoc reports. Develops tools to enable WFD staff to perform tasks more efficiently.	Knowledge of 1, 2, 4, 5 Skill in 6, 7, 8, 9, 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21.
5	Trains end users (e.g., WFD staff, agency lead education advocates) in database use including data entry, writing queries, extracting reports & maintenance.	Knowledge of 1, 3, 4, 5 Skill in 6 Ability to 12, 13, 14, 15, 19, 20,
5	Advises administrators on applications & procedures involving computer databases to improve office productivity. Prepares written management reports summarizing database usage & status & includes recommendations for improved efficiency. Reads publications & attends classes, workshops & seminars to stay abreast of current & future technical developments in field to anticipate & respond to future needs/requirements.	Knowledge of 1, 2, 3, 4, 5 Skill in 6, 10 Ability to 11, 12, 13, 14, 16, 18, 19, 20, 21

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CLASS NUMBER
64152

App 1-7-03