

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
Service Delivery Division

UNIT OR OFFICE  
Enterprise Shared Services

POSITION CONTROL NUMBER  
41564.0

CLASS TITLE  
Programmer Analyst 4

CLASS NUMBER  
64114

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  
41560.0 GIMS Systems Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	As part of Office of Information Technology (OIT), Service Delivery Division (SDD), Enterprise Shared Services (ESS), Geographic Information System (GIS) Support Center, analyzes, designs, and writes large & complex computer programs and spatial applications: performs advanced spatial data analysis using desktop GIS software (e.g., ArcGIS, ArcInfo, ArcView, AutoCAD Map, GeoMedia); participates in & conducts client interviews to gather user requirements; performs & documents user requirements analysis; develops use cases; designs user interfaces; writes GIS program specifications; works with OIT/ESS/GIS senior staff to develop project plans; follows ESS application development guidelines, standards & best practices to design & develop small to large programs, applications, utilities, components, & spatial web services in support of state & OIT/ESS spatial initiatives (e.g., Location Based Response System (LBRS), Ohio Statewide Imagery Program (OSIP), Finder/Streamlined Sales Tax Project (SSTP), GIServOhio, Enterprise Geocoding Service); designs & develops programs using advanced computer languages, desktop GIS tools (e.g., & development environments (e.g., C#, Visual Basic, .NET, ArcObjects, ArcGIS Server Application Development Framework, JavaScript, C++, Visual Source Safe, Visio, HTML, XML, GML); designs custom components using ArcObjects to extend functionality of ESRI software; prepares & maintains system & user documentation; maintains & debugs programs & applications systems; evaluates existing applications & provides suggestion/improvements as needed; develops & executes test procedures (e.g., unit, functional, regression, performance) to ensure integrity, stability & capacity of programs & application systems; attends meetings & conferences to represent OIT/ESS/GIS Support Center &/or OGRIP.	Knowledge of (1) spatial programming environments (e.g., ArcObjects, ArcGIS Server, Map Objects); (2) computer systems analysis & design; (3) high-level computer programming languages (e.g., C#, Visual Basic, .NET, JavaScript, C++, Visual Source Safe, Visio, HTML, XML, GML); (4) GIS; (5) ESS application development guidelines, standards & best practices*; Skill in (6) advanced spatial data analysis using desktop GIS software (e.g. ArcGIS, ArcInfo, ArcView, AutoCAD Map, GeoMedia); (7) operation of computer terminal & peripheral equipment/software; (8) writing spatial programs/applications; Ability to (9) write computer program & system documentation & instruction manuals; (10) interpret variety of technical computer manuals & documentation; (11) communicate verbally on technical & non-technical matters; (12) cooperate with others on group projects.
25	Analyzes, manipulates & develops spatial data: contributes to spatial & non-spatial database design; performs spatial data manipulation & analysis to assist in decision making to solve complex problems; using Environmental Systems Research Institute (ESRI) desktop GIS tool sets (e.g., ArcView, ArcInfo, ArcPublisher) & server GIS tool sets (e.g., ArcIMS, ArcGIS Server, ArcSDE) & relational database management software (e.g. SQL Server); solves problems related to GIS software, hardware, & interfacing of peripheral devices; provides technical support, training, & consulting services to users of ESRI developer tools & back office software.	Knowledge of 1, 2, 3, 4, 5*, (13) spatial & non-spatial database design; (14) ESRI desktop GIS tool sets; (15) server GIS tool sets; Skill in 6, 7, 8 Ability to 9, 10, 11, 12  *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Gregory L. Mounts*

6/27/06

Apd 7-10-06 CB

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15	<p>Provides operational support, reporting, &amp; application system administration to agencies &amp; internal customers to ensure application systems &amp; components operate correctly: develops operational guides &amp; materials for OIT/ESS spatial initiatives &amp; services; maintains operational state &amp; usage reporting of OIT/ESS &amp; customer spatial services (e.g., spatial web services, enterprise geocoding service, Finder/Streamlined Sales Tax, GIServOhio); works with other OIT functional areas (e.g., Unified Network Services, Windows Support Services, Open Systems Support Services) to debug application systems.</p>	<p>Knowledge of 1, 2, 3, 4, 5*, Skill in 6, 7, 8 Ability to 9, 10, 11, 12</p> <p><u>Position Specific Minimum Qualifications</u> 12 mos. exp. in advanced spatial data analysis using desktop GIS tools (e.g., ArcGIS, ArcView, ArcInfo, GeoMedia, AutoCAD Map);</p> <p>12 mos. exp. in spatial application design &amp; development using spatial programming environments (e.g., ArcObjects, ArcGIS Server, Map Objects).</p> <p>*developed after employment</p>

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6/27/06