

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
Service Delivery Division

UNIT OR OFFICE  
Enterprise Computing

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Systems Programmer 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
41801.0 Information Technology Manager 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
7:00 a.m. - 4:00 p.m. & subject to overtime/call back 24X7

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	<p>Under direction, evaluates, installs, upgrades, tests &amp; maintains software in a complex mainframe/open systems environment: maintains &amp; supports UNIX (e.g. AIX, HP-UX, or Solaris) &amp; Linux (e.g. SUSE or Red Hat) operating systems &amp; servers/secured servers; installs &amp; maintains root-level third party software; recommends system configuration settings; installs &amp; implements UNIX &amp; Linux features &amp; functions as directed by senior team members; provides day-to-day system administration for UNIX &amp; Linux; supports open systems disk storage; recommends various software packages for evaluation; installs &amp; configures monitoring software to provide notification of performance concerns on UNIX &amp; Linux servers; writes &amp; maintains high-level computer language (e.g. Korn Shell, Bourne Shell, C Shell) to monitor &amp; page systems team when performance issues arise; assists with capacity planning &amp; tuning; &amp; installs firmware &amp; microcode; responds to hardware &amp; software issues 24/hrs/day, 7 days/week, 365 days/year which requires call back within defined response time &amp;/or overtime according to service level agreement for each customer; may be required to wear pager &amp;/or carry cell phone.</p>	<p>Knowledge of (1) computer science; (2) computer hardware &amp; peripheral equipment; (3) functions &amp; capabilities of software systems; (4) UNIX Servers (e.g., IBM, HP, or SUN); (5) Tape Backup Systems software (e.g., Tivoli or Veritas); (6) UNIX operating systems (e.g., AIX, HP-UX, or Solaris) &amp; TCP/IP; (7) Linux operating systems (e.g., SUSE or Red Hat); (8) UNIX monitoring &amp; performance utilities. Skill in (9) operation of personal computer &amp; servers; (10) programming UNIX Servers (e.g., Korn Shell, Bourne Shell, C Shell).</p> <p>Ability to (11) define problems, collect data, establish facts &amp; draw valid conclusions; (12) interpret extensive variety of technical material in books, journals, manuals &amp; audiovisual form; (13) deal with non-verbal symbols in formulas, equations or graphs; (14) deal with many variables &amp; determine specific action; (15) originate instructions &amp; specifications concerning proper use of computer hardware &amp; software; (16) communicate effectively on technical &amp; non-technical matters; (17) respond to hardware &amp; software issues 24 hrs/day, 7 days/week, 365 days/year which requires call back within defined response time &amp;/or overtime according to service level agreement for each customer; (18) wear pager &amp;/or carry cell phone .</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Gregory L. Mounts*

6/27/06

POSITION CONTROL NUMBER  
41803.0

CLASS TITLE  
Systems Programmer 3

CLASS NUMBER  
64193

*App'd 7-11-06 CB*

