

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Enterprise Computing

POSITION CONTROL NUMBER
41886.0

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Systems Programmer 4

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
41876.0 Information Technology Manager 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m. & subject to call back 24X7

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Duties in Order of Importance	Minimum Acceptable Characteristic
50	<p>Under minimal supervision, leads team of lower-level systems programmers & operations analysts in evaluating, selecting, installing, customizing, implementing & maintaining complex IBM Mainframe systems software: responds to related issues 24 hours per day, 7 days per week, 365 days per year, which requires call back within defined response time &/or overtime according to service level agreement for each customer; maintains Storage Management System (SMS) software & documenting SMS storage classes & Automatic Class Selection (ACS) routines; coordinates Disk Access Storage Device (DASD) processes including DASD initialization, inventory, billing, backups & restorations; maintains documentation of all mainframe DASD management; monitors & reviews DASD space utilization using software tools such as VANTAGE & System Management Functions (SMF); creates reports to reflect DASD usage; Ensures effective DASD space availability using DFHSM; manages IBM mainframe system & user catalogs; maintains connections to user catalogs as requested by various customer agencies; applies catalog tuning measures such as reorganizing, splitting or enlarging as dictated by performance & growth; monitors DASD backups to assure timely recovery in the event of system failure or unforeseen emergency; participates in recovery of mainframe operating system during disaster recovery tests; installs & supports STROBE, a third-party software product used by Service Delivery Division (SDD) customers for batch job performance analysis; assists customers in properly implementing STROBE; installs & maintains CONTROLM, a software product used to schedule submission of batch jobs on IBM mainframe; installs & maintains SAS, a statistical analysis product used by SDD customers.</p>	<p>Knowledge of (1) computer science; (2) computer systems analysis & design; (3) mainframe computer operations; (4) IBM operating system utilities (e.g., IDCAMS & DASD, Vantage, Strobe); (5) employee training & development; Skill in (6) use of TSO/ISPF, DASD, SMP/E, SMS, SMF & job control or report generating language (e.g., JCL, SMF); (7) troubleshooting & resolving technical issues with IBM software & systems; (8) operation of computer equipment & peripheral devices; Ability to (9) perform statistical analysis using SAS; (10) write documentation (e.g., disk management, procedures); (11) communicate verbally on technical & non-technical matters; (12) define problems, collect data, establish facts & draw valid conclusions; (13) read, write & interpret technical documents; (14) gather, collate & classify information about data; (15) respond to related issues 24 hours per day, 7 days per week, 365 days per year, which requires call back within defined response time &/or overtime according to service level agreement for each customer.</p>
30	<p>Develops project plans & makes assignments in accordance with those plans: reviews plan to ensure timelines are met & reports any overruns & missed deadlines; provides assistance & technical advice to junior systems programmers in resolving technical matters; works in conjunction with unit supervisor to establish standards & procedures for unit; develops methodology for software evaluation, installation & testing; assists in performing requirements analysis & criteria for selecting new mainframe software products; establishes project plan & leads effort in procuring new</p>	<p>Knowledge of 1, 2, 3, 4, 5 (16) government policies & procedures for disaster recovery*; (17) systems software. Skill in 6, 7, 8 Ability to 9, 10, 11, 13, 13 14, 15, (18) deal with a variety of abstract variables; (19) cooperate with coworkers on group projects; (20) handle sensitive telephone &</p> <p>*developed after employment</p>

CLASS TITLE
Systems Programmer 4

CLASS NUMBER
64194

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Bryony L. Mountz

3/15/06

Apd 3-29-06 CB

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20	<p>mainframe software; prepares recommendations for software purchases & software license renewals.</p> <p>Recommends new & upgraded releases of software products to management: identifies & proposes solutions to problems associated with various software products; consults with vendor technical support personnel to resolve technical issues; conducts onsite demonstrations of hardware & software products for help desk operators, end users & other systems programmers; documents technical information & operating procedures for use by computer operators & systems programmers; utilizes available tools such as system dumps in resolving issues concerning system performance; confers with customers & other technicians in identifying requirements & measuring success of implementation of system software; reviews software installations utilizing reports & dumps to ensure operating system design is not adversely effected by introducing modifications to that system.</p> <p>Must submit to & pass a personal background check & works as essential employee.</p>	<p>face-to-face inquires & contact with public & government officials.</p> <p>Knowledge of 1, 2, 3, 4, 5, 16*, 17 Skill in 6, 7, 8 Ability to 9, 10, 11, 12, 13, 14, 15, 18, 19, 20</p> <p>*developed after employment</p>

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DATE

Gregory L. Mounts

3/15/06