

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
41889.0

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Systems Programmer 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
41873.0 Systems Programmer Supervisor 1

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m. & on-call 24X7 Page 1 of 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Duties in Order of Importance	Minimum Acceptable Characteristic
60	Under guidance & direction of senior programmers or supervisor, assists in investigation of various software packages & develops interfaces (i.e., communication links between/among computer applications after installation in order for data to be shared): installs, tests, upgrades & maintains mainframe TCP/IP based printing software (e.g., VPS, DRS) & other mainframe system software; responds to related issues 24 hours per day, seven days per week, 365 days per year, which requires call back, overtime, standby or on-call; utilizes job control language (JCL) & TSO/ISPF in installing & executing software; monitors VPS & DRS system performance, analyzes results & recommends changes to enhance efficiency; utilizes Z/OS commands to monitor & alter VPS & DRS systems; installs, customizes & administers Roscoe for Z/OS; enhances Roscoe performance & resolves problems related to Roscoe; runs Roscoe backups at appropriate intervals; restores Roscoe & TCP/IP based printing software subsystems during disaster recovery situations & exercises.	Knowledge of (1) TSO/ISPF; (2) computer science; (3) computer systems analysis & design; (4) computer hardware applications; (5) mainframe computer operations; Skill in (6) use of job control or report generating languages (e.g., JCL); (7) use of Z/OS & Z/OS commands; (8) operation of computer equipment & peripheral devices; (9) use of TCP/IP based printing software (e.g., VPS, DRS); (10) use of Roscoe for Z/OS; Ability to (11) use statistical analysis; (12) communicate verbally on technical & non-technical matters; (13) define problems, collect data, establish facts & draw valid conclusions; (14) read, write & interpret technical documents; (15) gather, collate & classify information; (16) respond to related issues 24 X 7 & which requires call back, overtime, standby or on-call.
30	Advises management of new software releases/features & assists in creating project plans for new software: provides technical assistance to management & system users; contacts vendor representatives when necessary while resolving software related issues.	Knowledge of 1, 2, 3, 4, 5 Skill in 6, 7, 8, 9, 10, (17) troubleshooting & resolving technical issues with IBM software & systems; Ability to 11, 12, 13, 14, 15, 16
10	Reviews standards for VPS & DRS systems & makes recommendations for implementing & revising procedures as they relate to mainframe TCP/IP based printing software installation & maintenance: writes exit routines to enhance system performance; collects data relative to system performance & formats reports containing such information. Must submit to & pass personal background check & works as essential employee.	Knowledge of 1, 2, 3, 4, 5 Skill in 6, 7, 8, 9, 10 Ability to 11, 12, 13, 14, 15, 16, (18) write documentation.

CLASS TITLE
Systems Programmer 2

CLASS NUMBER
64192

Cpld 9-23-05 CB

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9-5-05