

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support Division

UNIT OR OFFICE
Information Technology Services

POSITION NUMBER
20005473 (4326.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Programmer Analyst 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005470 (4320.0) Information Technology Supervisor 2

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

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	<p>Uses programming tools (e.g., HTML, ASP, Dreamweaver, Visual Studio .NET), technologies (e.g., Internet Explorer, Fire Fox), & languages (e.g., FoxPro, Visual Basic, Visual Basic .NET, DotNetDuke) to develop new &/or modify existing small &/or simple web applications & windows based applications to meet information & automation needs of customers: interviews customers; documents current procedures & methods; builds lists of desired requirements; assists with determination of appropriate technology; provides flowcharts, data diagrams, screen & report mock-ups, & other documentation with assistance from higher-level analysts to fully represent the desired product; develops databases (e.g., Access, SQL, Oracle) & data relationships; assists higher-level programmer analysts in designing & coding data interfaces for Outlook Exchange; conducts testing & quality assurance reviews of designed product to produce an efficient, functional deliverable that meets all requirements; creates test plans to monitor & track testing of product; reviews product for compliance with design; organizes & assists in customer testing of product; completes change requests &/or enhancements; acts as liaison between programming staff & customers; assists with interpretation of design into technical product; promotes completed documentation on deliverables, including training manuals & user guides; creates technical manuals for on-going operation & maintenance; conducts user training; implements deliverables; creates application reports using report writing software (e.g., Microsoft SQL Server Reporting Services); works with senior systems/programmer analysts to provide web application design & deployment; researches, evaluates, tests, & makes recommendations for revisions; implements web solutions for customers; assists with tracking of work activities for assigned projects (e.g., develops project plan in cooperation with higher-level systems analysts & other team members; tracks tasks performed against plan to determine status).</p>	<p>Knowledge of (1) web application programming tools (e.g., HTML, ASP, Dreamweaver, Visual Studio .NET); (2) databases & data relationships (e.g., Access, SQL, Oracle); (3) data interfaces; (4) email concepts (e.g., Outlook Exchange); (5) web browser (e.g., Internet Explorer, Fire Fox); (6) web application development; Skill in (7) using programming languages (e.g., FoxPro, Visual Basic, Visual Basic .NET); (8) office automation tools (e.g., Word, Excel, PowerPoint); (9) desktop hardware (e.g. personal computer, monitor, keyboard, CD-ROM, diskette reader); (10) use of content management software (e.g., DotNetNuke); (11) use of report writing software (e.g., Microsoft SQL Server Reporting Services); Ability to (12) define problems, collect data, establish facts & draw valid conclusions; (13) convert abstract concepts & requirements into automated technology; (14) cooperate with co-workers on group projects; (15) handle sensitive inquires from & contacts with officials & general public.</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

J. Scott Seilhamer ^{ECS}

7/18/07

JOB CODE TITLE
Programmer Analyst 2

JOB CODE
64112

APD 7-18-07 (184)

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40	<p>Provides Internet & Intranet web solutions & maintains web presence for Department of Administrative Services (DAS), Governor's Office, boards & commissions: consults with program representatives; transforms customer concepts, business processes & verbal instructions into finished web pages using graphic design software (e.g., Photoshop, Fireworks), graphic file formats (e.g., .jpg, .pdf, .gif, .psd) & hypertext markup language (HTML); uses content management software (e.g., DotNetNuke) to update pages; monitors pages for accuracy, broken links & compliance to regulatory requirements; converts off-line information to online formats (e.g., HTML, PDF, ASP, ASPX); manipulates images & web layouts; combines photographic, text & other file types between various computer systems & formats; optimizes graphics for web display.</p>	<p>Knowledge of 1, 2, 3, 4, 5, 6, (16) visual communications (e.g. written, verbal, visual); (17) graphic design software (e.g., Photoshop, Fireworks); (18) graphic file formats (e.g., .jpg, .pdf, .gif, .psd); (19) hypertext markup language (e.g., HTML) Skill in 7, 8, 9, 10</p> <p>Ability to 12, 13, 14, 15, (20) electronically design print materials, web sites, & web pages; (21) recognize errors & make corrections to print & electronic material.</p> <p><u>Position Specific Minimum Qualifications</u> 6 mos. trng. or exp. in development of web applications; 6 mos. trng. or exp. in spatial use of content management software (e.g. DotNetNuke); 6 mos. trng. or exp. using report writing software (e.g., Microsoft SQL Server Reporting Services).</p>

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Programmer Analyst 2

JOB CODE
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List Position Numbers and Class Titles of Positions Directly Supervised:

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DATE

J. Scott Seilhammer ^{ECS}

7/18/07

APP 7-18-07 (P4)