

# 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 NUMBER  
20006343 (41524.0)

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Systems Analyst 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20006339 (41516.0) Information Technology Manager 2

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

Page 1 of 2

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Under immediate supervision, analyzes & designs small &/or simple computer systems with assistance from higher-level systems analysts & assists in analysis & design of large &/or complex computer systems (e.g., Enterprise-wide n-tier Electronic Data Interchange (EDI) systems): meets with users to discuss computer needs; develops systems for personal computers or systems to generate reports in production mode; prepares estimates of time, cost, supplies &/or personnel; analyzes hardware & software alternatives & recommends selection to users & higher-level authorities; develops system flow charts; writes system documentation, program specifications &/or production procedures; designs system test procedures; designs storage files; provides ongoing system maintenance & evaluation using Windows, MS SQL Server, COVAST EDI translator, Microsoft BizTalk server & .NET framework; uses object oriented developer skills within MS .NET framework to create small electronic commerce applications; uses knowledge of ANSI X12 to maintain customer applications & BizTalk applications; assists in translator, data exchange & data communications systems to ensure operations 24-hours/day, 7-days/week, 365-days per year; responds immediately to electronic pager notification regarding production system problems & problems with data/fund transactions which requires overtime, standby or call back; may be required to carry cell phone or wear pager; prepares & updates proper system documentation; assists higher-level systems analysts (e.g., researches logs, maps & configurations for coding errors & makes corrections; assists with maintenance, assists in development, testing & production environments; in creating & maintaining diagrams of EC/EDI infrastructure & environments; in arranging transfer of data to production); analyzes hardware/software & recommends selection to users & higher-level authorities.	Knowledge of (1) information technology/computer science; (2) EDI facility production processes; (3) ANSI X12 standards & structures; (4) operating systems, applications & servers (e.g., Windows, MS SQL, COVAST EDI translator, Microsoft BizTalk server &/or .NET framework); (5) systems analysis & design; (6) computer hardware systems; Skill in (7) operation of computer terminal & peripheral equipment; Ability to (8) interpret variety of technical computer manuals & documentation; (9) write programming specifications & system documentation; (10) communicate verbally on technical & non-technical matters; (11) move limbs/fingers easily to perform manual functions repeatedly; (12) respond to system issues 24X7; (13) carry cell phone or wear pager.
30	Establishes & maintains user contacts; instructs & trains users in operation of EDI monitoring tools & EDI system outputs; coordinates work with other agency or governmental personnel; writes user manuals & instructions; researches technical computer manuals; attends seminars for additional training.	Knowledge of 1, 2, 3, 4, 5, 6 Skill in 7 Ability to 8, 9 10, 11, 12, 13

JOB CODE TITLE  
Systems Analyst 1

JOB CODE  
64121

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Gregory L Mountz*

3/19/07

Apd 4-3-07 CB

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20	<p>Establishes &amp; maintains relationships with state agencies for the ePayment program: provides guidance to agencies in selection of architecture to be used in development of ePayment applications; assists agencies on technical issues involved with developing, testing, &amp; deploying applications to connect with the payment engine; assists agencies with business issues related to automated payment processing; performs the role of primary business &amp; technical contact for customer agencies as well as business owner.</p> <p>Works as essential employee.</p>	<p>Knowledge of 1, 2, 3, 4, 5, 6 Skill in 7 Ability to 8, 9 10, 11, 12, 13</p> <p><u>Position Specific Minimum Qualifications</u> 12 mos. exp. with ANSI X12 standards &amp; structures;</p> <p>12 mos. exp. assisting with support of critical EDI facility production processes.</p> <p>12 mos. exp. maintaining &amp; evaluating operating systems, applications &amp; servers (e.g., Windows, MS SQL, COVAST EDI translator, Microsoft BizTalk server &amp;/or .NET framework).</p>

Appd 4-3-07 CB

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Systems Analyst 1

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64121

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DATE

*Gregory L. McEnty*

3/19/07