

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
20006344 (41526.0)

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
70	Under immediate supervision, analyzes & designs small &/or simple computer systems with assistance from higher-level systems analysts & assists in analysis & design of larger &/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 systems 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, AS2, Microsoft BizTalk server & .NET framework; uses object oriented developer skills within MS .NET framework to create small electronic commerce (EC) applications; 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, COVAST & HIPAA EDI translators; assists in translator, data exchange & data communications systems to ensure operation 24-hours/day, 7days/week, 365 days/ year which may require overtime, standby or call back; may be required to carry cell phone or wear pager & respond immediately regarding production system problems & problems with data/fund transactions; uses knowledge of MS SharePoint & Momentum AFD Administrator tools to assists in maintaining production applications; prepares & updates proper system documentation; assists higher-level systems analysts (e.g., researching logs, maps & configurations for coding errors & making corrections; assists in maintenance, in development, test & 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, COVAST & HIPAA EDI translators, MS SQL, Microsoft BizTalk server &/or .NET framework, MS SharePoint, Momentum AFD Administrator); (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.

JOB CODE TITLE
Systems Analyst 1

App 4-3-07 CB

JOB CODE
64121

List Position Numbers and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Gregory L. Nowatz</i>	DATE 3/19/07
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30	<p>Performs other related duties: establishes & maintains user contacts; instructs & trains users in operations 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.</p> <p>Works as essential employee.</p>	<p>Knowledge of 1, 2, 3, 4, 5, 6 Skill in 7 Ability to 8, 9, 10.</p> <p><u>Position Specification Minimum Qualifications</u> 12 mos. exp. with ANSI X12 standards & structures.</p> <p>12 mos. exp. assisting with support of critical EDI facility production processes.</p> <p>12 mos. exp. maintaining & evaluating operating systems, applications & servers (e.g., Windows, COVAST & HIPAA EDI translators, MS SQL, Microsoft BizTalk server &/or .NET framework, MS Share-Point, Momentum AFD Administrator).</p>

JOB CODE TITLE
Systems Analyst 1

Apd 4-3-07 CB

JOB CODE
64121

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory R. Mundy

3/19/07