

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
20006332 (41503.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Systems Analyst 2 20006354 (41560.0) GIMS Systems Administrator

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	<p>On behalf of Enterprise Shared Services (ESS), Geographic Information Systems (GIS) Support Center & Ohio Geographically Referenced Information Program (OGRIP), analyzes & designs large &/or complex computer systems: analyzes user needs & existing functions to determine viability, feasibility & requirements for hardware configurations (e.g., personal computers, workstations, servers, peripherals), operating systems (e.g., Microsoft Windows, Windows Server &/or UNIX), network design (e.g., Local Area Networks {LANs}, Wide Area Networks {WANs}), & spatial data requirements (e.g., spatial data analysis, integration, integrity assurance, quality control, verification, conversion, production & distribution, application programming, user interface development, maintenance support, modem communication & memory storage devices); defines GIS project needs & system requirements, configurations, communications & conceptual designs; prepares & reviews estimates of time, cost & personnel for accomplishing specified GIS projects; analyzes hardware & GIS software alternatives/third-party software interfaces & recommends selection to users & higher-level authorities; writes GIS program specifications; uses relational database applications (e.g., Oracle, Access, SQL Server, FoxPro); advanced computer languages (e.g., Visual Basic, C++, Arc Objects, HTML, XML, AXL, JAVA Script); operating systems (e.g., Microsoft Windows, Windows Server &/or UNIX) & hardware (e.g., workstations, personal computer, servers, storage devices, plotters, printers, scanners, digitizers & CD writers) to design GIS applications & databases; uses knowledge of advanced GIS/spatial application development & programming techniques to design GIS software (e.g., ArcINFO & ArcView) & provide ongoing system maintenance (e.g., ArcIMS & ArcSDE) & evaluation; administers AddressBroker system.</p>	<p>Knowledge of (1) computer science; (2) computer systems analysis & design; (3) high-level programming language (e.g., Visual Basic, C++, ArcObjects, HTML, XML, AXL, JAVA Script); (4) spatial data concepts (e.g., spatial data analysis, integration, integrity assurance, quality control, verification, conversion, production & distribution, application programming, user interface development, maintenance support, modem communication & memory storage devices); (5) advanced GIS/spatial application development & programming (e.g., ArcView, Servlet Connectors, ArcGIS, ArcIMS, IIS); (6) geocoding (e.g., AddressBroker system) administration; (7) computer operating systems & networks (e.g., MS Windows, Windows NT, UNIX, LANS, WANs); (8) advanced relational database applications (e.g., Oracle, Access, SQL Server, FoxPro); (9) computer hardware systems; (10) Geographic Information Systems; (11) Internet & web-based technologies; (12) preparing & presenting training materials; (13) project management & project implementation; (14) GIS application definition, application development & GIS user interfaces; (15) GIS/spatial data management & administration. Skill in (16) operation of computer terminal & peripheral equipment (e.g., workstations, servers, storage devices, plotters, printers, scanners, digitizers & CD writers).</p>

JOB CODE TITLE
Systems Analyst 2

JOB CODE
64122

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory R. Mounts

3/19/07

App 4-3-07 CB

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
20006332 (41503.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Systems Analyst 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006354 (41560.0) GIMS Systems Administrator

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	Utilizing spatial data concepts, provides technical support & assistance to state agencies, local governments & universities in managing GIS/spatial data needs (e.g., spatial data analysis, integration, integrity assurance, quality control, data verification, data conversion, production & distribution, user interface development): instructs & trains users in ArcView product; instructs & trains users in operation of & procedures for GIS products (e.g., Environmental Systems Research Institute's [ESRIs] ARC/GIS SDE, ArcView, ArcIMS, ArcSDE, Internet Map Server, ArcObjects); coordinates work with consultants, vendors, agency representatives & government personnel; consults with agency representatives regarding GIS related issues.	Ability to (17) interpret variety of technical computer manuals & documentation; (18) write GIS programming specifications & system documentation (e.g., GIS/spatial & attribute databases, GIS software adaptations); (19) communicate verbally & in writing on technical & non-technical matters; (20) define problems, collect data, establish facts, draw valid conclusions. Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 Skill in 16 Ability to 17, 18, 19, 20
20	Provides project management for multi-participant GIS projects & programs (e.g., Generating Information from Scanning Ohio's Maps project, National Digital Orthophoto Program for Ohio) & GIS application development: provides GIS data management & administration of existing GIS data available & provided through GISSC utilizing ArcGIS & ArcView; consults with all users on available GIS data; attends meetings & conferences regarding OGRIP, GIS & ESRI; maintains technical reference materials & GIS industry-specific white papers.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 Skill in 16 Ability to 17, 18, 19, 20

JOB CODE TITLE
Systems Analyst 2

JOB CODE
64122

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

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Office of Information Technology
	DIVISION OR INSTITUTION Service Delivery Division
	UNIT OR OFFICE Enterprise Shared Services

POSITION NUMBER 20006332 (41503.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change		County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Systems Analyst 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006354 (41560.0) GIMS Systems Administrator	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.			Page 3 of 3
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
		[Empty Job Duties Column]	<u>Position Specific Minimum Qualifications</u> 24 mos. exp. or 24 mos. trg. in relational database applications (e.g., Oracle, Access, SQL Server, FoxPro); 24 mos. exp. or 24 mos. trg. in advanced computer programming language (e.g., Visual Basic, C++, ArcObjects, HTML, XML, AXL, JAVA Script); 24 mos. exp. or 24 mos. trg. in advanced GIS/spatial application development & programming (e.g., ArcINFO, ArcView, ArcGIS, ArcIMS, IIS & Servlet connectors); 24 mos. exp. or 24 mos. trg. using spatial data concepts (e.g., spatial data analysis, integration, integrity assurance, quality control, data verification, data conversion, production & distribution, user interface development) 12 mos exp. or 12 mos. trg. in geocoding administration (e.g., AddressBroker system).	
JOB CODE TITLE Systems Analyst 2	List Position Numbers and Class Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Gregory L. Mounts</i>	
JOB CODE 64122			DATE 3/19/07	

Qpd 4-3-07 CB