

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Enterprise Computing

POSITION NUMBER
20006497 (41902.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Systems Programmer 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006495 (41900.0) Computer Operations Manager 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:00 a.m. – 3:30 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
40	Learns technical nuances of mainframe environment: does Virtual Storage Access Method (VSAM) tuning (e.g., reviews statistics to determine performance of VSAM files, recognizes indications that files are becoming inefficient & take appropriate measures, resolves problems with files, reorganizes VSAM files, changes setting of parameters effecting distribution of records with file & determines most optimal placement of files on system); assists in the installation, testing & maintenance of system software on the Office of Information Technology (OIT), Service Delivery Division (SDD) enterprise-wide mainframe computer (i.e., which runs on a statewide EDP network supporting multiple state agencies' critical applications) in order to maximize computing software & enhance customer application processing &/or operators' task performance related to system monitoring (e.g., participates in pre-installation planning, reads technical computer system/software manuals & guides, monitors hardware performance as result of software changes; evaluates vendor software releases; restores system following system failures; responds to system issues 24 hours/day, 7 days/week which requires overtime, call back or standby; may be required to carry cell phone or carry pager; maintains system security.	Knowledge of (1) electronic data processing (e.g., MVS, JES3, AF Operator, OS390); (2).computer science; (3) functions & capabilities of software systems; (4) mainframe computer programming; (5) job control & report-generating languages; Skill in (6) operation of personal computer & associated hardware & software; Ability to (7) recognize unusual or threatening conditions & take appropriate action; (8) define problems, collect data, establish facts & draw valid conclusions; (9) interpret extensive variety of technical material in books, journals & manuals; (10) deal with many variables & determine specific action (e.g., research, production); (11) use statistical analysis; (12) complete routine forms; (13) maintain accurate records; (14) understand manuals & verbal instructions, technical in nature; (15) prepare meaningful, concise & accurate reports; (16) proofread technical materials, recognize errors & make corrections; (17) use proper research methods in gathering data; (18) work alone on most tasks; (19) cooperate with co-workers on group projects; (20) respond to system issues on 24X7 basis; (21) carry cell phone &/or wear pager.
10	Assists management in development of operational guide for software utilized by Operations staff; maintains guide to current level of software, trains operational staff in usage of software, maintains training level to level of software, works closely with SDD IBM Customer Support Center analysts.	Knowledge of 1,2, 3, 4, 5, (22) employee training development. Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15.

JOB CODE TITLE
Systems Programmer 1

JOB CODE
64191

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory L. Mowatt

2/16/07

498 3-6-07 CB

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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	Provides technical assistance to management & system users: identifies, analyzes, proposes changes, obtains necessary authority for change; & resolves software problems; contacts vendors & customer to resolve system problems when needed; trains computer operations personnel in use of software & hardware; analyzes system &/or region dumps/error messages; logs, updates & closes problem tracking information.	Knowledge of 1,2, 3, 4, 5, (22) employee training development. Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21.
20	Writes routines &/or programs to interact with system software: recommends programming & operating standards to aid in obtaining optimum performance; writes performance & outstanding issue weekly reports; maximizes operations usage of software (e.g., TMS, control-M, high capacity storage & any future products); may be required to provide operational support at disaster recovery test site as scheduled. Must submit to & pass personal background check & works as essential employee.	Knowledge of 1,2, 3, 4, 5, (22) employee training development. Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21.

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Systems Programmer 1

JOB CODE
64191

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory L. Mountz

2/14/07

UPD 2-6-07 CAB