

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
20006482 (41880.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Systems Programmer 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006478 (41876.0) 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

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Assists in investigation of various software packages under guidance & direction of a more senior systems programmer or supervisor: develops interfaces (i.e., communication links between/among computer applications after installation in order for data to be shared); maintains & enhances existing software packages (e.g., resolves problems by applying vendor supplied fixes or develops internal resolutions; installs & maintains system software on mainframe computer as dictated by customer needs & upgrades of the operating system. responsible for remote peripheral systems & channel extension software used in supporting those devices; under direction of senior systems programmers, installs & supports computer programming languages required by state agencies for developing online & batch applications; supports other third party software packages used to support application development such as Custom Statement Formatter (CSF) & JobScan; adds hardware & software definitions for new equipment on the mainframe, assigning devices addresses & connections; maintains hardware definitions in the JES3 initialization dataset to accommodate new hardware definitions in the operating system; tests modifications to system software to determine the effect on other software products & overall performance of the operating system; participates in disaster recovery exercises; respond to system issues 24 hours/day, 7 days/week which requires overtime, standby or call back; may be required to carry cell phone or wear pager.	Knowledge of (1) Job Control or report generating language (e.g. JCL); (2) computer science; (3) computer systems analysis & design; (4) computer hardware applications; (5) mainframe computer operations; (6) IBM operating system utilities; (7) TSO/ISPF; (8) mainframe system software; (9) hyperchannel technology; (10) IBM HCD/IODF processes; Skill in (11) operation of computer equipment & peripheral devices; Ability to (12) use statistical analysis; (13) communicate verbally on technical & non-technical matters; (14) define problems, collect data, establish facts & draw valid conclusions; (15) read, write & interpret technical documents; (16) gather, collate & classify information about data; (17) respond to system issues 24X7; (18) carry cell phone or wear pager.
30	Responds to system issues & participates in problem resolution: answers inquiries from system users concerning technical issues. Advises management of any proposed changes in the operating system environment. Works with senior systems programmers in diagnosing problems associated with the hyperchannel. Utilizes monitoring tools in determining resolutions to problems. Establishes contact with vendor help desks & other representatives in resolving technical issues. Maintains a user guide for operators regarding various equipment & software. Utilizes diagnostic tools in performing problem resolution. Researches region dumps & error messages in determining the cause of any job abends or system failures; provides input	Knowledge of: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 Skill in 11 Ability to 12, 13, 14, 15, 16, 17, 18, (19) cooperate with coworkers on group projects; (20) handle sensitive telephone & fact to face inquiries & contact with vendors, government officials & the public.

JOB CODE 64192 List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Bryant L. Mounts

2/22/07

Appd 3-6-07 CB

JOB CODE
64192

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	into placement of devices on network operating systems; ensures that the channel extension system utilized in driving remote locations is operational; incorporates the channel extension system into the overall operating system design; ensures that the placement of equipment enables the efficient operation of peripheral devices.	
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20	Performs other related duties as required: writes exit routines as required to integrate software into the Service Delivery Division mainframe operating system; establishes standards of performance for channel extension system; monitors performance & makes recommendations for increased efficiency.	Knowledge of: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 Skill in 11 Ability to 12, 13, 14, 15, 16, 17, 18, 19,
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Must submit to & pass a personal background check & works as essential employee.

JOB CODE TITLE
Systems Programmer 2

JOB CODE
64192

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory L. Mounts

2/22/57

Apd 3-6-07 CB