

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
20006491 (41889.0)

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
20006475 (41873.0) Systems Programmer Supervisor 1

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

%	Duties in Order of Importance	Minimum Acceptable Characteristic
60	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, tests, upgrades & maintains mainframe TCP/IP based printing software (e.g., VPS, DRS) & other mainframe system software; utilizes job control language (JCL) & TOS/ISPF in installing & executing software; monitors VPS & DRS system performance; analyzes results & recommends changes to enhance efficiency; utilizes Z/OS commands to monitor & alter VPS & DRS systems; installs, customizes & administers Roscoe for Z/OS; responsible for enhancing Roscoe performance & resolving problems related to this software; takes Roscoe backups at appropriate intervals; restores Roscoe & TCP/IP based printing software subsystems during disaster recovery situations; responds 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) VPS & DRS; (2) Job Control or report generating languages (e.g., JCL); (3) TSO/ISPF; (4) Z/OS & Z/OS commands; (5) computer science; (6) computer systems analysis & design; (7) computer hardware applications; (8) mainframe computer operations; (9) project management; Skill in (10) operation of computer equipment & peripherals devices. Ability to (11) use statistical analysis; (12) communicate verbally on technical & non-technical matters; (13) define problems, collect data, establish facts & draw valid conclusions; (14) read, write & interpret technical documents; (15) gather, collate & classify information; (16) respond to system issues 24X7; (17) carry cell phone or wear pager.
30	Advises management of new releases & features & assists in creating project plans for new software: provides technical assistance to management & system users; contacts vendor representatives when necessary while resolving software related issues.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9 Skill in 10, Ability to 11, 12, 13, 14, 15, 16, 17.
10	Reviews standards for VPS & DRS systems & makes recommendations for implementing & revising procedures as they relate to mainframe TCP/IP based printing software installation & maintenance: writes exit routines to enhance system performance; collects data relative to system performance & formats reports containing such information. Must submit to & pass personal background check & works as essential employee.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9 Skill in 10, Ability to 11, 12, 13, 14, 15, 16, 17.

JOB CODE TITLE
Systems Programmer 2

Appl 3-6-07 CB

JOB CODE
64192

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory T. Mountz

2/22/07