

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Enterprise Computing

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Systems Programmer 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006443 (41801.0) Information Technology Manager 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:00 a.m. - 4:00 p.m. & subject to overtime/call back 24X7

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	<p>Under direction, evaluates, installs, upgrades, tests & maintains software in a complex mainframe/open systems environment: maintains & supports UNIX (e.g., AIX, HP-UX, or Solaris) & Linux (e.g., SUSE or Red Hat) operating systems & servers/secured servers; installs & maintains root-level third party software; recommends system configuration settings; installs & implements UNIX & Linux features & functions as directed by senior team members; provides day-to-day system administration for UNIX, Linux & USS (i.e., UNIX Systems Services, a mainframe subsystem); supports open systems disk storage; recommends various software packages for evaluation; installs & configures monitoring software to provide notification of performance concerns on UNIX & Linux servers; writes & maintains high-level computer language (e.g. Korn Shell, Bourne Shell, C Shell) to monitor & page systems team when performance issues arise; assists with capacity planning & tuning; & installs firmware & microcode; responds to hardware & software issues 24/hrs/day, 7 days/week, 365 days/year which requires call back within defined response time &/or overtime according to service level agreement for each customer; may be required to wear pager &/or carry cell phone.</p>	<p>Knowledge of (1) computer science; (2) computer hardware & peripheral equipment; (3) functions & capabilities of software systems; (4) UNIX Servers (e.g., IBM, HP, or SUN); (5) Tape Backup Systems software (e.g., Tivoli or Veritas); (6) UNIX operating systems (e.g., AIX, HP-UX, or Solaris) & TCP/IP, (7) Linux operating systems (e.g., SUSE or Red Hat); (8) UNIX monitoring and performance utilities; (9) USS mainframe subsystem; Skill in (10) operation of personal computer & servers; (11) programming UNIX Servers (e.g., Korn Shell, Bourne Shell, C Shell). Ability to (12) define problems, collect data, establish facts & draw valid conclusions; (13) interpret extensive variety of technical material in books, journals, manuals & audiovisual form; (14) deal with non-verbal symbols in formulas, equations or graphs; (15) deal with many variables & determine specific action; (16) originate instructions & specifications concerning proper use of computer hardware & software; (17) communicate effectively on technical & non-technical matters; (18) respond to hardware and software issues 24 hrs/day, 7 days/week, 365 days/year which requires call back within defined response time &/or overtime according to Service Level Agreement for each customer; (19) wear pager &/or carry cell phone 24 hrs/day, 7 days/week, 365 days/year.</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

6-12-07

POSITION NUMBER
20006445 (41803.0)

JOB CODE TITLE
Systems Programmer 3

JOB CODE
64193

App'd 6-12-07 CB

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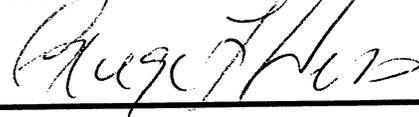
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	Provides technical assistance to senior systems programmers & system users; analyzes & resolves hardware & software problems for UNIX & Linux; works with vendors to diagnose & resolve system problems; coordinates with vendors to resolve complex problems; monitors & responds to system notifications of error conditions or alerts; evaluates system configuration changes to provide overall system performance improvement; attends training to remain informed of industry trends & directions, as well as to become educated in new technologies; & analyzes system dumps & messages in resolving system failures; participates in the planning of major hardware & software upgrades & purchases.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8. Skill in 9, 10. Ability to 11, 12, 13, 14, 15, 16, 17, 18.
20	Performs other duties as required: prepares system policies & standards; schedules time with customers for planned system activities; provides customers with data & recommendations concerning server resource issues; participates in meetings with customer agencies; provides documentation & training to users; responds to customer requests.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8. Skill in 9, 10. Ability to 11, 12, 13, 14, 15, 16, 17, 18.

Position Specific Minimum Qualifications

24 mos. exp. working with UNIX operating systems (e.g., AIX, HP-UX, or Solaris).

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SIGNATURE OF AGENCY REPRESENTATIVE



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April 6-12-07 CB