

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
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

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	<p>Under direction, evaluates, installs, tests & maintains complex operating software on IBM mainframe computing platform using TSO/ISPF & JCL: responds to related issues 24 hours/day, 7 days/week, 365 days/year, which requires call back, overtime, standby or on-call; responsible for Storage Management Subsystem software including but not limited to software maintenance, creating and documenting ACS(automated class subroutines) routines, creating and documenting any of the various SMS groups and/or classes as needed, such as VSAM record-level sharing; coordinates disk management processes including disk initialization, disk inventory, disk billing, backups & restorations; maintains current documentation concerning all facets of disk management; monitors & reviews disk space utilization using software tools (e.g., VANTAGE); creates new or customizes existing reports to reflect resource usage; monitors DFHSM(data facility hierarchical storage manager) to ensure effective disk space availability; manages system & user catalogs on IBM mainframe; maintains connections to user catalogs as requested by various customer agencies; applies tuning measures such as reorganizing, splitting or enlarging catalogs as indicated by their performance & growth; monitors catalog backups to ensure timely recovery in event of system failure, unforeseen emergency or disaster; installs & supports STROBE (i.e., third party software product used by customers for performance analysis of batch jobs); installs & supports MXG, a software product that is used to generate SMF reports on request; interfaces with customer agencies on regular basis to provide information & assistance on wide variety of issues including catalog & disk management.</p>	<p>Knowledge of (1) job control language (JCL); (2) computer science; (3) computer systems analysis & design; (4) storage management software; (5) mainframe computer operations; (6) office practices & procedures; (7) IBM operating system utilities; (8) TSO/ISPF; (9) mainframe systems software; (10) disaster recovery; 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, establishes facts & draw valid conclusions; (15) read, write & interpret technical documents; (16) gather, collate & classify information about data.</p>
30	<p>Acts as liaison between Service Delivery Division customer agencies, Operations & Technical Services staff in identifying & resolving technical issues: works with IBM mainframe operations staff to assist in resolving customer problems associated with systems applications; maintains contacts with vendors who provide disk & tape; utilizes services provided</p>	<p>Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9 (17) government policies & procedures*; Skill in 11; Ability to 13, 14, 15, 16, 17,</p> <p>*developed after employment</p>

POSITION NUMBER
20006480 (41878.0)

JOB CODE TITLE
Systems Programmer 3

JOB CODE
64193

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory L. Mounts

4/16/07

Apd 4-27-07 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 Computing

POSITION NUMBER 20006480 (41878.0)	<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 Programmer 3	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			Page 2 of 2
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
	20	by those vendors in resolving technical issues; provides technical assistance & training to programmers & operations personnel in the use & modification of software products; in resolving technical problems, assists in analysis of system dumps & error messages; gathers pertinent documentation concerning system problems; provides such information to vendors whose products have experienced an interruption in service; participates in the reproduction of problems in a controlled environment as part of resolution. Performs duties as required for the preparation of a disaster recovery test; may be required to provide support during a disaster recovery test. Performs other job-related duties as assigned. creates & modifies CLIST & REXX routines that enhance utilization of various software products; documents standards & establishes thresholds of acceptable system performance. Must submit to & pass personal background check & works as essential employee.	(18) cooperate with coworkers on group projects; (19) handle sensitive telephone & face-to-face inquiries & contacts with public & government officials; (20) write policy & documentation. Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9*, 17, (21) disk management processes; (22) IBM mainframe catalog structures; (23) networking; Skill in 11 Ability to 12, 13, 14, 15, 16, 18, 20 <u>Position Specific Minimum Qualifications</u> 24 mos. exp. or 24 mos. trg. in broad range of disk management processes (e.g., backup & recovery, initialization, inventory, billing & space management); 12 mos. exp. managing IBM mainframe catalog structures (e.g., creation/deletion, migration & reorganization). *developed after employment	
JOB CODE 64193	List Position Numbers and Class Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Douglas R Mounts</i>	
			DATE 4/16/07	

April 4-27-07 CB