

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
20006486 (41884.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Systems Programmer 4

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
(20006483 (41881.0) Systems Programmer Supervisor 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

%	Duties in Order of Importance	Minimum Acceptable Characteristic
60	Under direction, leads teams of other systems programmer & operations analysts in evaluating, selecting, installing & maintaining complex production IMS database systems using TSO/ISPF & JCL: responds to related issues 24 hours/day, 7 days/week, 365 days/year, which requires standby, overtime or call back; may be required to carry cell phone or wear pager; advises management of new releases & features & assists in creating project plans for Information Management Systems (IMS) software; makes assignments to other systems programmers, operations analysts & database administrators utilizing these project plans; provides technical assistance & instruction to systems programmers in use of IMS software products, support tools & completion of tasks assigned; reviews standards for IMS systems & makes recommendations for implementing & revising procedures related to IMS software installation & maintenance; proposes guidelines for evaluating & selecting software & supportive tools; acts as project leader in development efforts; prepares requests & recommendations for software purchases & license renewals.	Knowledge of (1) job control language (JCL); (2) IMS support & performance utilities (e.g., data base tool, BMC utilities, Omegamon for IMS); (3) TSO/ISPF; (4) computer science; (5) computer systems analysis & design; (6) computer hardware applications; (7) mainframe computer operations; (8) office practices & procedures; (9) data processing functions; (10) project management; (11) employee training & development*; (12) IMS database systems design; Skill in (13) operation of computer equipment & peripherals devices; Ability to (14) use statistical analysis; (15) write policy & procedure documentation; (16) communicate verbally on technical & non-technical matters; (17) define problems, collect data, establish facts & draw valid conclusions; (18) read, write & interpret technical documents; (19) gather, collate & classify information; (20) respond to system issues 24X7; (21) carry cell phone or wear pager.
20	Installs, customizes & administers MQ Series for OS/390: responsible for MQ Series software support products, productivity tools, codes exits & customizes installation; sets up queue resource definitions; performs recovery/restart in the event of a failure; manages MQ security, performance & problem determination.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 9, 10 (22) OS/390 and/or Z/OS mainframe operating systems; (23) mainframe security procedures. Skill in 13 Ability to (24) cooperate with coworkers on group projects; (25) handle sensitive telephone & face to face inquiries & contact with public & government officials.

*developed after employment

Appd 4-6-07 CB

JOB CODE
64194

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory L. Mounts

3/30/07

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Technical Services

POSITION NUMBER
20006486 (41884.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Systems Programmer 4

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006483 (41881.0) Systems Programmer Supervisor 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

%	Duties in Order of Importance	Minimum Acceptable Characteristic
10	Installs, tests, maintains & customizes a variety of software products including complex data base productivity tools: responsible for IMS software products, support software products & productivity tools, codes ex-its, customizes installations; monitors & makes changes to improve IMS systems performance; installs maintenance as required; provides support in installing relational database products & supportive software; provides backup support for other senior programmers relative to database software.	Knowledge of 1, 2, 3, 4, 6, 7, 9, 10, 11*, 12, 20, 21 Skill in 13 Ability to 14, 15, 16, 17, 18, 19, 22, 23, 24, 25.
10	Recommends new and upgraded releases of IMS software to management: consults with vendor, technical support, customers & data base support personnel to resolve technical issues; documents technical information & operating procedures for use by operations, systems programmers, data base administrators & customers; utilizes a variety of productivity & performance tools to resolve productivity & other technical issues; confers with customers & other technicians in identifying requirements & measuring success of implementation of IMS & supportive software. Must submit to & pass personal background check & works as essential employee.	Knowledge of 1, 2, 3, 4, 6, 7, 9, 10, 11*, 12, 20, 21. Skill in 13 Ability to 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25. <u>Position Specific Minimum Qualifications</u> 36 mos. exp. supporting complex, production IMS database systems; 36 mos. exp. using JCL. *developed after employment

JOB CODE TITLE
Systems Programmer 4

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64194

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory L. Mountz

3/30/07

Appl 4-6-07 CAS