

# 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  
20006488 (41886.0)

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  
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
50	Under minimal supervision, leads team of lower-level systems programmers & operations analysts in evaluating, selecting, installing, customizing, implementing & maintaining complex IBM mainframe systems software (e.g., z/OS, JES3) using TSO/ISPF & SMP/E: responds to system issues 24 hours/day, 7 days/week which may require overtime or call back; may be required to wear pager or carry cell phone; installs, maintains & supports mainframe monitoring tools (e.g., Tivoli Omegamon Monitoring Suite) using TSO/ISPF & SMP/E; advises management of new & upgraded software releases & product features; coordinates implementation of mainframe monitoring software with lower-level systems programmers, operations analysts, database administrators & customers; assists with installation, testing, designing & customization of large &/or complex computer systems software (e.g., CICS, SAS & Control Products by BMC); consults with vendors' technical support, customers, database support personnel & other systems programmers to resolve technical issues; provides technical assistance to management & system users on z/OS & JES3 issues; installs, tests & supports miscellaneous new software packages as well as upgrades; writes REXX routines for diagnostic or customization purposes.	Knowledge of (1) Job Control or report generating language (e.g., JCL); (2) computer science; (3) computer systems analysis & design; (4) computer operations; (5) employee training & development*; Skill in (6) operation of mainframe terminal/personal computer & peripheral devices; (7) use of mainframe operating systems (e.g., Z/OS & JES/JES3), utilities (e.g., TSO/ISPF, SMP/E), monitoring tools (e.g., Tivoli Omegamon Monitoring Suite), & other system software (e.g., CICS, REXX, SAS, BMC control products); Ability to (8) write policy & procedure documentation; (9) communicate verbally on technical & non-technical matters; (10) define problems, collect data, establish facts & draw valid conclusions; (11) read, write & interpret technical documents; (12) gather, collate & classify information about data; (13) respond to system issues on 24X7 basis; (14) carry cell phone &/or wear pager.
30	Develops project plans & makes assignments in accordance with those plans: reviews plans to ensure timelines are met & reports any overruns & missed deadlines; provides assistance & technical advice to lower-level systems programmers in resolving technical matters; working in conjunction with unit supervisor, establishes standards & procedures for the unit; develops methodology for software evaluation, installation & testing; assists in performing requirements analysis & criteria for selecting new mainframe software products; establishes project plan & leads effort in procuring new mainframe software; prepares recommendations for software purchases & software license renewals.	Knowledge of 1, 2, 3, 4, 5, (15) government policies & procedures for disaster recovery* Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13, 14, (16) cooperate with coworkers on group projects; (17) handle sensitive telephone & face-to-face inquires & contact with public & government officials.  *developed after employment

JOB CODE TITLE  
Systems Programmer 4

JOB CODE  
64194

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Gregory R. Mounts*

1/9/07

Apd 1-31-07 CB

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%	Duties in Order of Importance	Minimum Acceptable Characteristic
20	<p>Performs other related duties as required: identifies &amp; proposes solutions to problems associated with various software products; conducts onsite demonstrations of hardware &amp; software products for help desk operators, end users &amp; other systems programmers; documents technical information &amp; operating procedures for use by computer operators &amp; systems programmers; utilizes available tools such as system dumps in resolving issues concerning system performance; confers with customers &amp; other technicians in identifying requirements &amp; measuring success of implementation of system software; reviews software installations utilizing reports &amp; dumps to assure operating system design is not adversely effected by introducing modifications to that system.</p> <p>Must submit to &amp; pass personal background check &amp; works as essential employee.</p>	<p>Knowledge of 1, 2, 3, 4, 5, 15* Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13, 14, 16, 17.</p> <p>*developed after employment</p>

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