

<h1 style="margin:0;">POSITION DESCRIPTION</h1>	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Office of Information Technology
		DIVISION OR INSTITUTION Service Delivery Division
		UNIT OR OFFICE Enterprise Computing

POSITION NUMBER 20006489 (41887.0)	<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 20006487 (41885.0) 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			

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Under direction from systems programmer supervisor, evaluates, installs, tests & maintains IBM mainframe computer software (e.g., Solve NET/MASTER, MAI, FILE-AID-MVS, OCS utilizing SMP/E & CICS, JCL) & customizes software to meet agencies' needs: monitors software performance & does systems capacity planning (i.e., analyzes system performance reports to determine if sufficient computer resources are available to satisfy customer demands & that those resources are performing optimally; studies trends in computer usage to forecast upgrades & enhancements system will require to meet increasing demands for data storage, tape handling, network & host computer performance; recommends, tests & implements changes in configuration of computer system) & tuning (i.e., defines & takes necessary action to improve efficiency of operating system); creates, modifies & maintains definitions of all teleprocessing applications for access through NET/MASTER; installs & customizes Doc-AID & Finalist software, assists with installation, testing, maintenance & customization of CICS software for various CICS control regions; assists with installation of software products including ADS PLUS & XPE-DITER/CICS; loads network control program (NCP) generations into front end processors; creates, modifies & maintains definitions of teleprocessing applications for access through NET/MASTER; executes backup & compress jobs for critical data sets; participates in disaster recovery exercises; calculates storage requirements to ensure maximum system & software performance; establishes & monitors performance goals for agencies via Net/View's Response Time Monitor; responds to related issues 24 hours/day, 7 days/week, 365 days/year, which requires overtime, standby or call back; may be required to carry cell phone or wear pager.	Knowledge of: (1) agency & division policies & procedures*; (2) IBM mainframe hardware, software & telecommunications systems; (3) IBM job control language (JCL); Skill in (4) operation of personal computers, keyboards, mainframe computers & peripheral equipment; (5) evaluating, installing, testing & customizing session management & transaction processing software (e.g., Solve NET/MASTER & CICS) on IBM mainframe computer; Ability to (6) interpret variety of instructions in written, oral, picture or schedule form; (7) define problems, collect data, establish facts & draw valid conclusions; (8) interpret extensive variety of technical material from books, manuals & web sites; (9) deal with many variables & determine specific action (e.g. problem isolation, correction or bypass); (10) maintain accurate records; (11) understand manuals & verbal instructions of a technical nature; (12) cooperate with co-workers on group projects; (13) move hands & fingers to operate computer keyboard & other computer peripheral equipment; (14) respond to system issues 24X7; (15) carry cell phone or wear pager.
		*developed after employment

Apd 2-23-07 CB

JOB CODE 64193	List Position Numbers and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/15/07

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <h2 style="margin: 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2>	AGENCY Office of Information Technology
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JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
20	Creates & maintains definitions of functional characteristics to VTAM (i.e., application that allows enter key to execute) & NCP: Customizes NET/MASTER MAI exits; Writes CLISTS for use with NPDA dynamic alert filtering & to assist with line & physical unit activation; Evaluates performance of installed software & makes recommendations as to its improvement; Provides technical documentation to management & technical staff; Schedules loads for all front end processors with management & operations; Assures new & modified data communications services do not adversely impact current operating systems.	Knowledge of 1*, 2, 3 Skill in 4, 5 Ability to 6, 7, 8, 9; 10, 11, 12, 13	
30	Provides technical assistance & instruction for customers, operators & other technical staff in the use of various software products: Advises management of new releases & features and assists in planning & scheduling installation of software; Edits code for normal & emergency network startup procedures; Analyzes & resolves any problems with software; Works with vendors' technical support staff in resolving technical issues; Provides technical assistance & training to programmers & operations personnel in the use & modification of software; Documents operating procedures in the Operator's Procedures Guide; Analyzes & resolves any problems with hardware or software, working with other technical staff &/or vendors as required.	Knowledge of 1*, 2, 3. Skill in 4, 5. Ability to 6, 7, 8, 9; 10, 11, 12, 13, (14) originate instructions & specifications of a technical nature.	
Must submit to & pass personal background check and works as essential employee.		<u>Position Specific Minimum Qualifications</u> 12 mos. exp. evaluating, installing, testing, customizing, & maintaining session management & transaction processing software (e.g., Solve NET/MASTER & CICS) on IBM mainframe computer.	
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JOB CODE TITLE
Systems Programmer 3