

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Programmer/Analyst 5	<u>CLASS NUMBER:</u> 80012	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N19	<u>POSITION CONTROL #:</u> 081500
<u>POSITION LOCATION:</u> 80 E. Fulton Street Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Support Service Manager (081005)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		
Network Technical Lead (081570)	IT Project Manager (081560)	
It Support Analyst (081571)	Records Management Supervisor (081580)	

CLASSIFICATION PURPOSE:

The primary purpose of the Programmer/Analyst 5 classification is to work as part of a data systems team to design information technology solutions that meet the department’s requirements and to develop software applications which helps to provide fast accurate, and high quality services to internal and external departmental customers. This classification may deal with the larger and more complex systems.

JOB DUTIES:

Design, code, test and debug programs and applications. Ensure interface with SETS and ODJFS system hardware and software when required. Lead and manage the IT team in developing and writing computer programs and/or in analyzing and designing computer systems, e.g., program design, testing, documentation for accuracy and completeness, assists staff by solving problems and participates in developing unit standards, policies and/or procedures. Supervision of IT department staff members.

Lead the design, installation and testing of complex computer systems. Update and enhance systems for optimum performance while ensuring conformance to application, implementation, programming and documentation standards. Participate in various internal and external planning committee functions and the IT services development team. Analyze and design large computer systems on independent basis. Analyze user needs and existing functions; analyzes hardware and software alternatives. Write system documentation. Develop system test data, monitors test results and/or designs data base files.

Responsible for the performance, integrity and security of the all internal FCCSEA imaging and work flow design software, and other software applications requiring user security settings. Establish the needs of users and monitors the user access and security. Monitor performance and manages parameters of various programs and applications to provide fast query responses to front end users; maintains data standards, including the adherence to established security standards; write database documentation, including data standards, procedures and definitions. Develop, manage and test backup and recovery plans. Handle capacity planning, replication and other distributed data issues. Responsible for installation of new software, security, data analysis, design, modeling and optimization.

Maintain technical documentation for custom developed software applications, configuration information for the Enterprise Content Management system. Train use of programs and system. Coordinate with project manager and various county and state IT staff; researches and refers to technical computer manuals for problem resolution and guidance and attends meeting to discuss projects and to participate in development/revision of unit policies and/or procedures. Attend training classes and/or seminars. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency policy and procedure; supervision; electronic data processing. Skill in word processing; typing; equipment operations. Ability to deal with variety of variables in somewhat unfamiliar context; interpret variety of instructions in written, oral picture or schedule form; calculate fractions, decimals and percentages; prepare meaningful, concise and accurate reports; gather, collate and classify information about data, people or things; cooperate with co-workers on group projects.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in computer science,

information technology or related field with five (5) years application and database development experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

Position may have the ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems. May also act as a team lead.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date