CLASSIFICATION TITLE: Programmer/Analyst 5	**CLASS NUMBER:** 80012	**FLSA:** Exempt
AGENCY/DIVISION: Department of Job & Family Services - Northland	**JOB TYPE:** Full Time, Classified	**PROBATION PERIOD:** 180
BARGAINING UNIT: Non-Bargaining	**PAY GRADE:** N19	**POSITION CONTROL #:** 100863
POSITION LOCATION: 1721 Northland Park Ave, Columbus, OH 43229	**TYPICAL WORK SCHEDULE:** Monday – Friday 8:00 AM – 5:00 PM	**SUPERVISOR (PCN):** Data System Supervisor (100860)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		

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:

Responsible for data analysis and SQL database management. Responsible for backups, maintenance, enhancement, designing of data dictionaries, physical and logical database models, and performance tuning. Configure and monitor batch job and interfacing processes to county, state, or vendor. Support the Application Development Team by creating and maintaining SQL databases, tables, views, stored procedures, and SSIS packages. Support agency through the understanding of the databases for enterprise wide consumer applications, including OnBase.

Responsible for application security at the database and stored procedure level by assigning permissions by active directory groups and enforcing best practice standards with regard to data delivery and storage. Frequently audits data layer to ensure that all security practices are being followed. Update processes and procedures based on current standards. Write and maintain database documentation, including data standards, procedures and definitions. Use data standards documentation to enforce consistency (naming conventions, table, and column structures, and data access) across all databases. Perform research in aid in troubleshooting software production errors. 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 procedures; electronic data processing. Skill in equipment operation. Ability to interpret extensive variety of technical materials; 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