



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
June 2016

Agency: The Department of Administrative Services

Division: Office of the Chief Operating Officer

[] New [x] Revised

This position is:

- [x] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Information Systems Spec. 6
b. Classification No: C1486
c. Effective Date: 07/01/2011
d. Position No: 2214861
e. Working Title: Mainframe Applications Developer
f. Agency No: 10700
g. Section Title: Application Delivery
h. Budget Auth No: 001170030
i. Employee Name: Vacant
j. Repr. Code: OAS
k. Work Location (City - County): Salem / Marion
l. Supervisor Name: Natalie Stone

m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share

n. FLSA: [x] Exempt [] Non-Exempt
If Exempt: [] Executive [x] Professional [] Administrative
o. Eligible for Overtime: [] Yes [x] No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Department of Administrative Services ("DAS") is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government's financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

To accomplish its mission, DAS partners with private enterprise, citizens, customer service boards and other governmental entities to ensure efficient and effective delivery of government services. The office of the Chief Operating Officer ("COO"), a central component of DAS, unites statewide solutions through team leadership. The COO office coordinates work teams and initiatives that cross jurisdictional and agency

boundaries with a goal of achieving transformative, long-term change and developing an agile organization that is able to meet current and future challenges.

The DAS IT section reports to the DAS Chief Information Officer and is comprised of two units, Application Delivery and the Technology Support Center. DAS IT provides internal support to the divisions in DAS. The total budget for the two units is around \$12 million.

- b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

This position provides IT application development and support to the Department of Administrative Services and its client agencies. This position is part of the DAS IT Application Delivery Enterprise Systems team. IBM mainframe applications are supported for both new development and on-going maintenance of existing applications critical to conducting the business of the State of Oregon. Applications support critical areas such as statewide financials, payroll and personnel.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

% of time	N/R/NC	E/NE	DUTIES
25%	R	E	<p><u>Customer Assistance (help, use and fix):</u></p> <p>20% - Software (operating and applications) – Document procedures for diagnosing and solving problems that involve using multiple programming languages and techniques in a complex environment composed of integrated new and existing applications residing on an IBM mainframe and AIX servers. Support critical applications by providing guidance, instructions and detailed specifications to lower level ISS staff. Specifications must consider system performance and efficient integration of new code. Programming languages include COBOL, CICS, DB2, Easytrieve Plus and JCL.</p> <p>5% - Data – Trouble shoot problems and coordinate problem solving efforts with applications staff, other state agency staff and vendors. Assist with performance tuning on the DB2 databases.</p>
40%	R	E	<p><u>Operations (day to day):</u></p> <p>35% - Software (operating and applications) – Coordinate the implementation of new and modifications to existing applications, requiring organized and timely contacts with users and operations staff. Ensure that documentation for operations is completed and accurate. Provide programming support, documentation, and on-going operational procedures.</p> <p>Design, develop and test software fixes and enhancements based on team standards, user requests and vendor specific solutions. Evaluate existing programming for efficiencies and suggest changes to user and technical communities. Some changes must be implemented quickly</p>

			<p>under short timelines because of federal or legislative mandates. Ensure that changes to applications are compatible within that application and compatible with other systems.</p> <p>Languages used when programming enhancements are dependent on the application and can include COBOL, CICS, DB2, Easytrieve Plus and JCL.</p> <p>5% - Data – Monitor usage, response time, disk utilization, and cache. Identify any problems with performance and determine the cause. Implement solutions.</p> <p>Maintains data base repositories and dictionaries for DB2 databases.</p>
30%	R	E	<p><u>Construction (new):</u></p> <p>25% - Software (operating and applications) – Perform requirements analysis through meetings with internal and external partners and staff. Plan and coordinate testing activities, draft test plans. Assist with program and system debugging. Coordinate system implementations. Ensure operations documentation is completed and accurate. Analyze complex application requirements by working with agency personnel to determine what information is needed and how it can be most effectively implemented into new or existing software applications. Analysis includes examining alternatives and evaluating the cost of solutions in terms of time and cost. During design phase, considers the impact of the changes on the overall system performance and anticipates any workload issues. Code, test and implement new and changes to existing functions, triggers and procedures in COBOL, CICS, DB2, Easytrieve Plus and JCL. Testing emphasizes system and integration testing. May also be involved in stress testing.</p> <p>Document standards for application development in COBOL, CICS, DB2, Easytrieve Plus, and JCL, train and assist lower level staff in implementing these standards for each system. Document procedures. Prepare and maintain documentation in accordance with the Data Processing Standards and Procedures Manual, using automated tools. Documentation must include any needed changes to the Disaster Recovery Plan. Develop training materials. Train users in the functionality and security of DB2 databases and associated applications. Train operations staff to perform backup and recovery.</p> <p>Plan and secure the approval of the user unit, develop production procedures and time schedules for the release of systems, as required.</p> <p>5% - Data – Participates in the design of DB2 databases on multiple platforms to ensure that data redundancy is avoided and optimum performance is obtained. Code, test and implement new DB2 and changes to existing DB2 database functions, triggers and procedures.</p> <p>Consider the security requirements of systems works with higher ISS staff to ensure those requirements are built into the database design. Define problems, coordinate resolution and track project schedules that involve multiple databases.</p>

5%	N	NE	<u>Other duties as assigned.</u>

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Duties are performed in an office environment working at a computer terminal for long periods of time. Business needs may require working irregular hours (24/7, weekends, evenings, holidays, and travel for job related purposes) in order to complete work assignments or assist in problem resolution.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- DAS Policies, Rules, and Procedures
- Oregon Revised Statutes
- Oregon Administrative Rules
- Federal IRS Regulations
- DAS Application Delivery Team Processes, Procedures, and Standards
- Vendor Supplied Manuals
- ITIL

b. How are these guidelines used?

They provide general guidance and policy direction, as well as application development technical standards, to deliver application development and support services to DAS and DAS client agencies.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Management	Phone/in person/email/fax, electronically	Problem resolution and recommendations	As Needed
State Agency & Internal Staff	Phone/in person/email/fax, electronically	Troubleshooting	Daily/weekly/monthly
Vendors	Phone/in person/email/fax, electronically	Problem resolution	Daily/weekly/monthly
State Agency External Management & Staff	Phone/in person/email/fax, electronically	Problem resolution	Daily/weekly/monthly

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

- Skilled in establishing and maintaining effective working relationships with superiors, subordinates, peers and other agencies and the public.
- Strong technical analytical skills in a data-center environment.
- The ability to explain complex technical issues to non-technical customers.
- Highly skilled in analytical review with the ability to troubleshoot and isolate issues.
- Highly skilled in the following:
 - COBOL
 - CICS
 - JCL
 - TSO
 - Easytrieve Plus
 - VSAM Files
- Demonstrated skill in the following:
 - Hierarchical & Relational Data Base Structures (preferably IMS and DB2)
 - IBM Debug Tool for z/OS
 - IBM File Manager for z/OS
 - Systems Development Lifecycle Methodology (SDLC)
 - Structured Design, Analysis, and Testing

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		
N/A		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date