OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 4 1987

CLASS TITLE: Data Processing Supervisor 1

CODE: 12325C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ

FUNCTION: Under general supervision from data processing management, supervises unit of no more than 10 data processing employees;

-PERFORMS RELATED DUTIES AS REQUI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	54-74	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., unit of no more than 10 employees); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of (1) management*, (2) employee training & development*, (3) supervision*, (4) office practices & procedures*; ability to (5) define problems & draw valid conclusions, (6) establish friendly atmosphere as supervisor of work unit.
2	0-19	Conducts on-job & in-class training of employees.	Knowledge of 1*, 2*, 3*, 4*, (8) public relations*; ability to 5, 6, (9) gather, collate & classify information about people.
3	8-18	Designs & implements work procedures; reports unit status & progress to data processing management; coordinates work with user agencies; establishes production deadlines & maintains controls to insure proper sequence & completion of processing.	Knowledge of 1*, 3*, 4*, (8) public relations*; ability to 5, 6, (9) gather, collate & classify information about data.
4	9-19	Supervises & performs related clerical tasks (e.g., logs; files; updates job control language decks; assembles materials for job run; reviews out-put; codes; batches & balances data; corrects errors;	Knowledge of 4*, (10) data processing procedures; ability to (11) handle contacts with agencies served, (12) cooperate on group projects.

(40)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May work evening or night shift; may be on call at any time.

MINIMUM CLASS REQUIREMENTS: *(Including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 1 course in supervision/management (or 1 mo. exp. serving as lead worker or supervisor); 600 hrs. training in data processing procedures (or 6 mos. exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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