NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Software Specialist 1	CODE: 64124 C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from higher-level software specialist or data systems supervisor, installs & maintains operating software systems & special software packages, analyzes current systems & updates software packages; provides technical assistance to computer staff;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	57-63	Installs & maintains software & associated hardware systems; investigates problems within existing systems & initiates corrective action as needed; establishes & maintains contacts with representatives to discuss benefits of proposed new systems, or modification to existing systems in order to ensure efficient productivity & output satisfaction.	Knowledge of (1) operation of computer hardware & peripheral equipment, (2) functions of software systems, (3) office practices & procedure, (4) government structure & process, skill in (5) software installation & maintenance; ability to (6) understand technical material related to computer software & related hardware systems, (7) gather, collate & classify information about data, (8) handle inquiries from public & government officals, (9) work alone on most tasks.
2	27-33	Recommends programming & operating standards to aid in optimum software/hardware performance; monitors hardware performance as result of software changes; implements new software packages; evaluates software releases of vendors & software houses & recommends procurement of packages.	Knowledge of 1, 2; skill 5; ability to 6, 7, 9, (10) collect data, establish facts & draw valid conclusions.
3	7-13	Provides technical assistance to management & line computer staff; conducts software training sessions.	Knowledge of 2, 3, 4; employee training & development, ability to 6, 8.

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*Developed after employment

UNUSUAL WORKING CONDITIONS: Occasionally on call 24 hrs. per day.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 10 courses in functions of software systems (or 12 mos. exp.); 6 courses in operation of computer hardware & peripheral equip. (or 6 mos. exp.); 3 courses in office pract. & proced. (or 3 mos. exp.); 3 courses in govt. struct. & process (or 3 mos. exp.); 600 hrs. training in software installation & maintenance (or 6 mos. exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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