NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Software Specialist 2	64125C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general direction from data systems manager, plans, installs & maintains software systems; supervises staff; advises management, maintains vendor contacts & provides liaison with data center; assists with development of new systems & new operating standards after performing program analysis;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	60-66	Plans, installs & maintains software operating systems & related software products; supervises employees involved in software maintenance & operation.	Knowledge of (1) operation of computer hardware & peripheral equipment, (2) functions of software systems, (3) office practices & procedures, (4) government structure & process, (5) supervision; skill in (6) software installation & maintenance; ability to (7) understand & explain technical material related to computer software & related hardware systems, (8) establish friendly atmosphere as supervisor.
2	22-28	Advises & confers with management on software & hardware needs; recommends operation standards for improved software usage; discusses availability of software/hardware with vendors to satisfy agency needs; contacts vendors for resolution of software problems; provides liaison with data center.	Knowledge of 1, 2, 3, 4; ability to (9) handle inquiries & contacts from public & government officials.
3	9-15	Performs analysis of program errors for possible software failure; prepares reports pertaining to system performance; assists in debugging of problem programs; assists with development of standards for efficient system operation & with development of new systems.	Knowledge of 1, 2; ability to 7, (10) define problems, collect data, establish facts & draw valid conclusions.

(698)

123.1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 10 courses in operation of computer hardware & peripheral equipment (or 12 mos. exp.); 10 courses in functions of software systems (or 12 mos. exp.); 6 courses in office practices & procedures (or 6 mos. exp.); 6 courses in government structure & process (or 6 mos. exp.); 3 courses in supervision (or 3 mos. exp.); 300 hrs training in software installation & maintenance (or 3 mos. exp.); or equivalent.

FORM ADM-4134

CLASS TITLE	CODE:
Software Specialist 2	64125C