OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1987

CLASS TITLE: Data Systems Supervisor 1

CODE: 64131C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from data systems manager, supervises staff of fewer than 20 personnel in unit records, telecommunications or comparable data processing installation; assists in overall design of computer systems & data bases; performs related administrative tasks;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	23-29	Supervises data processing personnel (fewer than 20) in implementation of computer programs/systems, data preparation, operation of computer terminals, telecommunications installation, unit records.	Knowledge of (1) supervision, (2) computer program/system implementation, (3) operation of computers & peripheral equipment, (4) data processing, (5) office practices & procedures; ability to (6) deal with problems involving several variables in familiar context, (7) establish friendly atmosphere as supervisor.
2	59-65	Assists in overall design of computer systems & data bases; oversees parallel runs, system tests & conversions, location & correction of abnormalities; coordinates, explains & reviews computer input & output requirements; develops standards for production quality control & production documentation.	Knowledge of 3, 4; skill in (8) systems design; ability to (9) gather, collate & classify information about data, (10) write & interpret technical material, (11) use statistical analysis, (12) define problems, collect data, establish facts & draw valid conclusions.

(699)

123:1-7:17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 6 courses in data processing (or 6 mos. exp.); 6 courses in operation of computers & peripheral equipment (or 6 mos. exp.); 3 courses in supervision (or 3 mos. exp.); 3 courses in computer program/system implementation (or 3 mos. exp.); 3 courses in office practices & procedures (or 3 mos. exp.); 3 courses in statistical analysis (or 3 mos. exp.); 1 course in budgeting (or 1 mo. exp.); (Cont)

CLASSIFICATION SPECIFICATION
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AUG 0 6 1981

CLASS TITLE:	CODE:
Data Systems Supervisor 1	64131C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION:

- PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	9-15	Performs related administrative tasks; monitors & documents costs involved with computer equipment; purchases data processing supplies; prepares periodical reports on section activities; conducts correspondence; assists in budget development & management; represents division in matters of data processing production; participates in near & long range planning for data processing resources.	Knowledge of 3, 4, 5, (13) budgeting, (14) management; ability to 9, 11, (15) handle inquiries & contacts with government officials.

(700)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* (Cont)

1 course in management (or 1 mo. exp.); 300 hrs. training in systems design (or 3 mos. exp.); or equivalent.

FORM ADM-4134

CLASS TITLE	CODE:
Data Systems Supervisor 1	64131 C