OHIO
CLASSIFICATION
SPECIFICATION
*Developed for Equal Opportunity*

NEW AUG 0 [illegible]

CLASS TITLE: Data Systems Supervisor 2

CODE: 64132C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from data systems manager, supervises staff of 20 or more personnel in unit records, telecommunications, or comparable data processing installation; analyzes systems problems & formulates adequate solutions, including system design & modification; provides liaison with users & other agencies; performs related administrative tasks.

-PERFORMS RELATED DUTIES AS REQUIRED.

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 1 | 44-50 | Supervises 20 or more data processing personnel in implementation of computer programs/systems, data preparation, operation of computers & peripheral equipment, telecommunications installation, unit records; establishes priorities; recruits & trains staff. | Knowledge of (1) supervision, (2) computer program/system implementation, (3) operation of computers & peripheral equipment, (4) data processing, (5) office practices & procedures, (6) employee training & development; ability to (7) deal with problems involving several variables in familiar context, (8) establish friendly atmosphere as supervisor. |
| 2 | 27-33 | Analyzes systems problems relating to unit operations & formulates adequate solutions; designs new systems or modifies existing systems to increase effectiveness & efficiency; coordinates systems analysis & development. | Knowledge of 4, (9) systems analysis; skill in (10) systems design; ability to (11) write & interpret technical material, (12) use statistical analysis, (13) define problems, collect data, establish facts & draw valid conclusions. |
| 3 | 13-23 | Establishes & maintains constant contact with production control, systems programming, policy & data center personnel to ensure coordinated activities; coordinates use of outside data entry services; provides consultation to users, universities. | Knowledge of 4, 5, (14) government structure & process; ability to 7, (15) handle sensitive inquiries & contacts with public & government officials. |

(701)

123.1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 10 courses in data processing (or 10 mos. exp.); 6 courses in operation of computers & peripheral equipment (or 6 mos. exp.); 6 courses in office practices & procedures (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 employee training & (Cont)

TRAINING & DEVELOPMENT:

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AUG 0 2 1987

CODE: 64132C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION:

- PERFORMS RELATED DUTIES AS REQUI

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 4 | 2-8 | Performs related administrative tasks; initiates billing procedures; negotiates contracts; responsible for evaluating & selecting E.D.P. equipment & software; assists in budget development & management; prepares reports; participates in establishment of policy & procedures. | Knowledge of 3, 4, 5, 14, (16) budgeting, (17) management; ability to 11, 12, 15, (18) gather, collate & classify information. |

(702)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* (Cont) development (or 3 mos. exp.); 3 courses in systems analysis (or 3 mos. exp.); 3 courses in statistical analysis (or 3 mos. exp.) 1 course in government structure & process (or 1 mo. exp.); 1 course in budgeting (or 1 mo. exp.); 1 course in management (or 1 mo. exp.); 300 hrs. training in systems design (or 3 mos. exp.); or equivalent.

FORM ADM-4134

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