NEW AUG 0 - 1981

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Data Systems Manager 1	64134C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general direction from higher-level data systems manager or agency administrator, manages data systems or programming or computer operations section; participates in evaluation & planning for total computer operations; supervises high-level or supervisory section personnel; analyzes & designs complex computer systems; establishes & maintains user contacts; PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	40-60	Manages data systems or programming or computer operations section; plans, directs & monitors activities; develops, evaluates & maintains standards for system design, program development, system documentation, production control, computer operations, data entry & user interface; participates in long-range planning for data processing resources & programs; evaluates systems in terms of efficiency, feasibility & cost; makes recommendations for appropriate systems update; assists in budget preparation; maintains cost accounting & fiscal controls.	Knowledge of (1) management, (2) computer programming, techniques or (3) systems analysis, or (4) computer hardware/software applications, or (5) data processing, (6) office practices & procedures, (7) government structure & process, (8) budgeting; ability to (9) deal with large number of variables & determine specific courses of action, (10) prepare, interpret & explain section standards & policies, (11) establish friendly atmosphere as manager of large section.
2	14-34	Supervises high-level or supervisory section personnel (e.g., systems analyst 3, programmer/analyst 5 or supervisor, software specialist 2, data systems supervisors, computer operations supervisors, data entry supervisors); interviews applicants & selects & trains employees; determines priorities & develops project schedules; handles personnel complaints & grievances.	Knowledge of 2, 3, 4, 5, 6, 7, (12) supervision, (13) employee training & development; ability to 9, (14) interview job applicants & determine work best suited for them, (15) deal with sensitive personnel problems.
3	15-25	Analyzes & designs complex computer systems; develops project requirement chart & timetable; prepares documentation.	Knowledge of 2, 3, 4, 5; skill in (16) systems design; ability to (17) define problems, collect data, establish facts & draw valid conclusions, (18) use statistical analysis.

(703) 123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 6 courses in computer programming techniques (or 6 mos. exp.); or 6 courses in systems analysis (or 6 mos. exp.); or 6 courses in computer hardware/software application (or 6 mos. exp.); or 6 courses in data processing (or 6 mos. exp.); as per section managed; 3 courses in management (or 3 mos. exp.); 3 courses in office practices & (Cont)

TRAINING & DEVELOPMENT:

OFFICE
CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

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Data Systems Manager 1	64134C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION:

- PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	3-9	Establishes & maintains contacts with users of systems & programs to determine needs & explain systems developed; consults with data processing personnel of other jurisdictions to meet agency data processing needs & to exchange information regarding computer systems.	Knowledge of 2, 3, 4, 5, 7; ability to 9, 10, (19) handle sensitive inquiries & contacts with government & public officials.

(704)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* (Cont) procedures (or 3 mos. exp.); 3 courses in government structure & process (or 3 mos. exp.); 3 courses in budgeting (or 3 mos. exp.); 1 course in supervision (or 1 mo. exp.); 1 course in employee training & development (or 1 mo. exp.); 1 course in statistical analysis (or 1 mo. exp.); 100 hrs. training in systems design (or 1 mo. exp.); or equivalent.