NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Data Systems Manager 2	CODE: 64135C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under administrative direction from higher-level data systems manager, or agency or division head, manages multi-sections (i.e., systems, programming, computer operations); establishes policy & develops procedures; supervises high-level &/or supervisory personnel in multi-sections; performs related administrative duties.

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	32-38	Manages multi-sections (i.e., systems, programming, computer operations); establishes policies for sections; establishes, evaluates & maintains quality control & production standards; sets priorities; develops procedures for operations of sections.	Knowledge of (1) management, (2) office management, (3) office practices & procedures, (4) government structure & process, (5) data processing, (6) computer programming techniques, (7) computer hardware/software application, (8) systems analysis; ability to (9) deal with large number of variables & determine specific course of action, (10) prepare, interpret & explain procedures & standards, (11) establish friendly atmosphere as manager of multi-sections.
2	42-48	Supervises staff of high-level &/or supervisory multi-section personnel; interviews & selects employees for positions within sections; trains new personnel; assigns & reviews work, evaluates performance; assists employees with personnel problems.	Knowledge of 3, 4, 5, 6, 7, 8, (12) supervision, (13) employee training & development; ability to 9, 10, (14) interview job applicants & determine work best suited for them, (15) deal with sensitive personnel problems.
3	2-8	Participates in long-range planning for programs & resources; prepares plans for facilities, supplies & equipment to meet current & forecasted needs of sections; evaluates hardware & software in terms of efficiency, feasibility & cost; makes recommendations for appropriate updating of such systems.	Knowledge of 1, 2, 3, 5, 6, 7, 8; ability to 9, (16) define problems, collect data, establish facts & draw valid conclusions, (17) use statistical analysis.

(705) 123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 6 courses in government structure & process (or 6 mos. exp.); 6 courses in office practices & procedures (or 6 mos. exp.); 6 courses in data processing (or 6 mos. exp.); 6 courses in computer programming techniques (or 6 mos. exp.); 6 courses in computer hardware/software application (or 6 mos. exp.); 6 courses in systems analysis (Cont)

TRAINING & DEVELOPMENT:

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	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION:

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	12-18	Performs related administrative duties; completes periodic reports of multi-section activities; conducts correspondence; assists in preparation of budgets, cost analyses & other fiscal materials; maintains fiscal controls.	Knowledge of 1, 2, 3, 4, (18) budgeting; ability to 16, 17.

(704)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* (Cont) (or 6 mos. exp.); 3 courses in management (or 3 mos. exp.); 3 courses in office management (or 3 mos. exp.); 3 courses in supervision (or 3 mos. exp.); 3 courses in employee training & development (or 3 mos. exp.); 3 courses in budgeting (or 3 mos. exp.); 1 course in statistical analysis (or 1 mo. exp.); or equivalent.

TRAINING & DEVELOPMENT: