OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Data Systems Manager 3	64136C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under administrative direction from agency head, manages & administers all data processing functions of state agency; has total responsibility for systems, programming & computer operations; supervises supervisory staff involved in multi-section functions & support staff (i.e., clerical, secretarial); develops & implements programs & policies; represents agency in data processing matters; -PERFORMS RELATED DUTIES AS REQUIR

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	29-35	Manages & administers all data processing functions of state agency possessing its own hardware; has total responsibility for systems design, programming, computer operations, production control & quality control; sets priorities & develops work procedures; prepares budgets & maintains fiscal controls; reviews & reports on work progress.	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, (9) systems design, (10) budgeting; ability to (11) use statistical analysis, (12) assess situation & determine specific course of action, (13) administer & implement in-depth programs, (14) establish friendly atmosphere as manager of entire data processing function on agency-wide basis.
2	33-39	Plans programs & develops policies for data processing within entire agency; evaluates hardware & software systems & recommends changes as indicated; participates in development of agency policies affecting EDP division; implements EDP programs & policies within agency.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10; ability to 11, 12, 13, (15) develop & interpret technical & administrative policies & procedures.

(701)

123.1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 10 courses in management (or 12 mos. exp.); 10 courses in office management (or 12 mos. exp.); 10 courses if office practices & procedures (or 12 mos. exp.); 10 courses in government structure & process (or 12 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 (or 6 mos. exp.); 6 courses in systems design (Cont

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	11-17	Supervises supervisory staff, involved in multi-section functions, & support staff (i.e., secretarial & clerical personnel); determines staffing needs; interviews applicants & selects employees; directs training programs for new personnel; reviews & administers personnel promotion & achievement recommendations; handles major personnel problems.	Knowledge of 2, 3, 4, 5, 6, 7, 8, 9, (16) supervision, (17) employee training & development, (18) manpower planning; ability 12, (19) interview job applicants & determine work best suited for them, (20) deal with major personnel problems.
4	13-23	Advises agency head on data processing needs & functions; consults & works with management in various state, local & federal agencies concerning data processing matters; represents agency in data processing matters at various meetings, conferences & on committees.	Knowledge of 1, 2, 3, 4, (21) public relations; ability to (22) handle sensitive contacts with public & government officials.

(708)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

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

FORM ADM-4134

CLASS TITLE	CODE:
Data Systems Manager 3	64136 C

Page 2 of 2