OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Data Systems Coordinator 1	64151 C
MAJOR AGENCIES:	**JURISDICTION:**
County Offices, Universities	Cnty., Univ.

FUNCTION: Under general supervision from data systems manager, programming analysis supervisor or higher level data systems coordinator, assists with program/data analysis & procedure development to aid in & expedite processing of data, serves as liaison between processing function & state data center & assists in maintaining liaison between processing function & other functions within agency; -PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	49-55	Assists systems analysts in development of computer programs; gathers & analyzes raw data; assists with development of procedures to expedite processing of data.	Knowledge of (1) office practices & procedures*, (2) data processing function, (3) government structure & process; ability to (4) define problems, collect data, establish facts & draw valid conclusions, (5) read, write & interpret technical material, (6) deal with variety of abstract variables, (7) gather, collate, classify information about data, (8) cooperate with co-workers on group projects.
2	22-28	Gathers & analyzes raw statistical data to compile into report form; develops reporting instruments (e.g., forms, charts, tables).	Knowledge of 1*, 3; ability to 4, 5, 6, 7, (9) use statistical analysis.
3	15-21	Provides liaison services between processing function & state data center to maintain appropriate services & disseminate information. Provides training in proper procedures for appropriate agency personnel; assists in maintaining liaison between processing function & other functions within agency to develop effective working relationship & to facilitate full & effective use of processing function.	Knowledge of 1*, 2, 3; ability to 5, (10) handle sensitive inquiries from agency personnel & government officials.
4	2-8	Maintains information up-date in current electronic data processing procedures & developments.	Knowledge of 2; ability to 4, 5, 6, 7.

(709) 123.1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
	3 courses in government structure & process (or 3 mos. exp.); 1 course in data processing function (or 1 mo. exp.); or equivalent.	

FORM ADM-4134

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