



CLASSIFICATION SPECIFICATION

CLASS NUMBER 70111

MANAGEMENT INFORMATION SYSTEMS SPECIALIST 1

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE

MAY 5, 2002

The duties are arranged in order of importance. However, the specific duties and frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Management Information Systems Specialist 1 may not perform all of the duties listed. However, it is mandatory that the first duty (I) is performed a minimum of 20% of the time.



Summary of Essential Duties

The primary purpose of the Management Information Systems Specialist 1 position is to install and/or maintain, evaluate and update computer hardware and software for the agency, operate unit record and peripheral equipment, learn to develop elementary computer programs, assist in maintenance of existing programs, program testing and collection, analyzing and interpreting data to be used in computer programs. Additionally, the classification performs data processing and documentation tasks. The classification also trains, assists and advises agency employees on computer-related issues.

Duties

Frequency: 50% +/- 15%

- I. Installs and/or maintains, evaluates and updates computer hardware and software for the agency, operates unit record and peripheral equipment, learns to develop elementary computer programs and assists in maintenance of existing programs, program testing, and collecting, analyzing and interpreting data to be used in computer programs.

Frequency: 25% +/-5%

- II. Performs data processing duties.

Frequency 10% +/- 2%

- III. Trains, assists and advises county job and family services department employees on computer-related issues. Responds to user inquiries.

Frequency: 10% +/-2%

- IV. Performs data documentation duties.

Frequency: 3% +/-1%

- V. Performs data security service tasks.

Frequency: 2% +/-1%

- VI. Performs miscellaneous clerical tasks. Attends seminars, conferences, and training to update skills /knowledge.



**KSA'S FOR THE
JOB CLASSIFICATION OF
MANAGEMENT INFORMATION SYSTEMS SPECIALIST 1**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Computer operations; Office practices and procedures; Office equipment; Data processing procedures; Statistical operations; Computer programming.	Oral communication; Organization; Maintenance and repair of computer equipment; Maintenance of office equipment; Performing computer operations.	Perform a wide variety of interrelated or nonstandard procedural assignments; Resolve a wide range of problems; Extract information from various sources; Handle problems involving varied and unrelated processes and methods; Give or exchange facts and routine information; Answer routine questions/inquiries; Maintain accurate records; Statistically analyze data; Understand manuals and verbal instructions; Develop computer programs; Gather, collate and summarize data; Interpret technical material; Explain technical computer issues to others; Perform statistical operations; Use computers; Design or program systems; Modify existing computer programs; Clean and maintain computer equipment; Maintain office equipment; Test computer systems.
II	Computer operations; Data processing procedures; Statistical operations.	Organization; Performing computer operations; Data screening; Parallel computer runs.	Perform a wide variety of interrelated or nonstandard procedural assignments; Resolve a wide range of problems; Screen data after processing to ensure accuracy; Handle problems involving varied and unrelated processes and methods; Maintain accurate records; Statistically analyze data; Proofread materials; Gather, collate and summarize data; Perform statistical operations; Use computers; Oversee parallel runs; Oversee conversion of data; Design or program systems; Maintain controls to ensure proper sequence and completion of computer programs.
III	Computer operations; Training and development practices; Data processing procedures.	Oral communication; Public speaking; Organization; Performing computer operations.	Resolve a wide range of problems; Give or exchange facts or routine information; Answer routine questions/inquiries; Train others; Explain technical issues to others; Speak before an audience; Use computers.



IV	Computer operations; English grammar and composition; Data processing procedures.	Organization; Writing; Intermediate mathematical operations.	Maintain accurate records; Prepare manuals; Update program documentation; Monitor system flow and file layouts; Update systems historical and procedural documentation.
V	Computer operations; Data security system; Data production.	Organization; Data security system; Performing computer operations.	Resolve recurring, standard problems; Maintain accurate records; Monitor assigned Agency's data security system; Review data production; Monitor reports to discover unauthorized attempts to access departmental data; Use computers.
VI	Office practices and procedures; Office equipment.	Organization; Operating office machines.	Perform a full range of standard clerical assignments; Sort material for filing; File material numerically, alphabetically, and/or chronologically; Operate photocopier.



Minimum Qualifications

- Completion of undergraduate major core coursework or two years experience in computer science, information technology or similar field that included one course or six months experience in each of the following: advanced programming language (e.g., Cobol, Delphi, Java, Visual Basic) or job control language, logic-based mathematics, data base concepts (e.g., Oracle, Microsoft Access, Paradox, Sybase, IMS DB, DB2), and basic data processing concepts.

- Or completion of two years of technical training in computer science, information technology or like field.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The incumbent has almost no responsibility for the safety of others. Errors will not normally result in injury to others. Additionally, the position involves very limited probability of any injury, but minor risks related to injuries involving an office setting, such as tripping and falling, do exist.