

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Data Control Technician	SERIES NO.: 1236	
	MAJOR AGENCIES: Attorney General Only	EFFECT. DATE: 01/01/1980	NEW EFF. DATE: 01/13/1991

SERIES PURPOSE:

The purpose of the data control technician occupation is to organize & coordinate activities involved in data processing.

CLASS TITLE:

Data Control Technician

CLASS NUMBER:

12365

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

01/13/1991

CLASS CONCEPT:

The full performance level class works under general supervision & requires working knowledge of data processing & hardware & software systems in order to coordinate activities involved in data processing.

CLASS TITLE: Data Control Technician	CLASS NO.: 12365	BARG. UNITS: 045
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

Organizes, controls & coordinates activities involved in data processing; directs, instructs or advises employees involved in processing data; troubleshoots user equipment problems &/or directs problems to appropriate group; initiates changes or corrective measures when necessary; coordinates maintenance of equipment.

Analyzes data processing problems & determines solutions; provides consultation service to users; prepares & maintains procedures on processing data; recommends changes or modifications on processing data; updates procedural manuals.

Performs additional technical & clerical work related to processing data (e.g., corresponds with user agencies; arranges data & equipment pick up, delivery & set-up; makes & pulls cables to hook up equipment; maintains inventory records of all data processing equipment; controls data & magnetic type storage efficiency); answers telephones; files reports.

MAJOR WORKER CHARACTERISTICS:

Knowledge of office practices & procedures*; public relations; skill in data processing; ability to deal with problems involving few variables in familiar context; cooperate with co-workers on group projects; handle sensitive contacts with processing staff & user agencies.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Ability to calculate fractions, decimals & percentages & to read & write common vocabulary; 1000 hrs. trg.in data processing (or 10 mos. exp.); 1 course in public relations (or 1 mo. exp.).

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.