

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Data Systems Coordinator

**SERIES NO.:**

1239

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:****SERIES PURPOSE:**

The purpose of the data systems coordinator occupation is to coordinate & monitor office automation projects.

At the lower level, incumbents coordinate & monitor implementation, development, installation &/or maintenance of computer hardware/software systems.

At the middle level, incumbents lead lower-level coordinators or independently coordinate office automation projects in division, section, program, or other assigned area.

At the higher level, incumbents supervise lower-level coordinators in coordinating office automation projects.

**CLASS TITLE:**

Data Systems Coordinator 1

**CLASS NUMBER:**

12391

**EFFECTIVE DATE:**

03/26/1990

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of electronic data processing/ computer science & microcomputer, minicomputer &/or mainframe application programs in order to coordinate & monitor implementation, development, installation &/or maintenance of computer hardware/software systems.

**CLASS TITLE:**

Data Systems Coordinator 2

**CLASS NUMBER:**

12392

**EFFECTIVE DATE:**

04/04/1993

**CLASS CONCEPT:**

The advanced level class works under direction & requires thorough knowledge of electronic data processing/computer science & microcomputer, minicomputer &/or mainframe application programs in order to lead team of lower-level coordinators in coordinating office automation projects or to independently coordinate all office automation projects for assigned division, section, program, or other assigned area.

**CLASS TITLE:**

Data Systems Coordinator Supervisor

**CLASS NUMBER:**

12395

**EFFECTIVE DATE:**

06/22/1990

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of electronic data processing/computer science & microcomputer, minicomputer &/or mainframe application programs in order to supervise unit of lower-level coordinators in coordinating office automation projects.

<b>CLASS TITLE:</b> Data Systems Coordinator 1	<b>CLASS NUMBER:</b> 12391	<b>BARGAINING UNIT:</b> 14
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**EFFECTIVE DATE:**

03/26/1990

**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.)

Coordinates & monitors implementation, development, installation &/or maintenance of computer hardware &/or software systems (e.g., multiple terminal network) in office, institution &/or district, provides information to programmers &/or systems analysts for software development or problem-solving &/or develops micro-computer &/or mini-computer &/or mainframe applications, acts as liaison for computer section with other agency staff &/or outside users via in-person meetings, written correspondence & telephone, provides technical assistance to system users & assists in developing procedures for optimum system utilization.

Trains users in computer program &/or equipment use; conducts seminars &/or workshops; answers user inquiries & assists users in resolving problems; contacts &/or meets with vendors regarding hardware/software products or problems.

Oversees production of &/or produces computer reports; writes & updates user manuals; schedules & submits production jobs; assigns security passwords to users; operates peripheral computer equipment (e.g., printers, modems, bursters, disk & tape drives) &/or backs up computer files on central processing unit; enters, edits, updates &/or verifies computer data; evaluates hardware/software needs & recommends purchase; evaluates & monitors data required for change requests to data base; installs, configures & troubleshoots microcomputers; coordinates telephone network system activities; coordinates acquisition activities.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of electronic data processing/computer science; microcomputer, minicomputer &/or mainframe application programs\*; computer hardware systems. Skill in operation of computer terminal & peripheral equipment (e.g., printers, modems, bursters, disk & tape drives). Ability to define problems, collect data, establish facts & draw valid conclusions. Ability to communicate orally & in writing with users regarding technical & non-technical matters; interpret variety of technical computer material; move hands/fingers easily to operate computer equipment.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

3 courses or 9 mos. exp. in electronic data processing/computer science (i.e., excludes data entry/ keypunch); 9 mos. trg. or 9 mos. exp. in computer hardware/software systems; 1 course or 3 mos. trg. in operation of computer terminal & peripheral equipment (e.g., printers, modems, bursters, disk & tape drives).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Work involves operation of computer terminal for long periods of time; overtime may be required.

<b>CLASS TITLE:</b> Data Systems Coordinator 2	<b>CLASS NUMBER:</b> 12392	<b>BARGAINING UNIT:</b> 14
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**EFFECTIVE DATE:**

04/04/1993

**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.)

Leads team of lower-level data systems coordinators (i.e., provides work direction & training) in coordinating office automation projects or independently coordinates all office automation projects for assigned division, section, program, or other assigned area (e.g., implementation, development, installation &/or maintenance of computer hardware/software systems), develops &/or maintains difficult or complex microcomputer, minicomputer &/or mainframe applications & participates in hardware/software planning with management staff.

Oversees production of &/or produces computer reports; writes & updates user manuals; operates peripheral computer equipment (e.g., printers, modems, bursters) &/or backs up files on central processing unit; enters, edits, updates &/or verifies computer data; evaluates hardware/software needs & recommends purchase; coordinates acquisition activities; coordinates telephone network system activities; installs, configures & troubleshoots microcomputers.

Trains users in computer program &/or equipment use; conducts seminars &/or workshops; answers user inquiries & assists users in resolving problems; contacts &/or meets with vendors regarding hardware/software products or problems.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of employee training & development\*; electronic data processing/computer science; microcomputer, minicomputer &/or mainframe application programs; computer hardware systems. Skill in operation of computer terminal & peripheral equipment (e.g., printers, modems, bursters). Ability to define problems, collect data, establish facts & draw valid conclusions; communicate orally & in writing with users regarding technical & non-technical matters; interpret variety of technical computer material; move hands/fingers easily to operate computer equipment.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos trg. or 12 mos. exp. in electronic data processing/computer science (i.e., excludes data entry & keypunch); 12 mos. trg. or 12 mos. exp. in computer hardware/software systems; 3 courses or 9 mos. exp. in microcomputer, minicomputer &/or mainframe application programs; 1 course or 3 mos. exp. in operation of computer terminal & peripheral equipment (e.g., printers, modems, bursters, disk & tape drives).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Work involves operation of computer terminal for long periods of time; overtime may be required.

<b>CLASS TITLE:</b> Data Systems Coordinator Supervisor	<b>CLASS NUMBER:</b> 12395	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

06/22/1990

**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.)

Supervises unit of lower-level data systems coordinators in coordinating office automation projects (e.g., implementation, development, installation &/or maintenance of computer hardware/software systems), recommends staffing needs & selects personnel, assigns & reviews work, trains staff, establishes work priorities & develops & enforces unit policies & procedures.

Directs data/word processing functions; participates in strategic planning for enhanced computer services; oversees development of microcomputer, minicomputer &/or mainframe applications; develops or assists in developing office automation budget; evaluates hardware/software needs & recommends purchase; coordinates operator training, equipment delivery, cabling & installations; monitors &/or approves customer service contracts; monitors system usage; oversees operation of computer equipment.

Provides technical assistance to system users & supervisory personnel; coordinates activities with other agency & governmental personnel; contacts &/or meets with vendors regarding hardware/software products or problems.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques\*; employee training & development; computer science/electronic data processing; microcomputer, minicomputer &/or mainframe application programs; computer hardware systems. Skill in operation of computer terminal & peripheral equipment (e.g., printers, modems, bursters, disk & tape drives). Ability to define problems, collect data, establish facts & draw valid conclusions; communicate orally & in writing with users regarding technical & non-technical matters; interpret variety of technical computer material; move hands/fingers easily to operate computer equipment.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in computer science/electronic data processing.

-Or 18 mos. trg. or 18 mos. exp. in data processing/computer science (i.e., excludes data entry & keypunch); 18 mos. trg. or 18 mos. exp. in computer hardware/software systems; 12 mos. trg. or 12 mos. exp. in microcomputer, minicomputer &/or mainframe application programs; 1 course or 3 mos. trg. in operation of computer terminal & peripheral equipment (e.g., printers, modems, bursters, disk & tape drives).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Work may involve operation of computer terminal for long periods of time; overtime may be required.