

AUDITOR OF STATE
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
DATA SYSTEMS COORDINATOR

SERIES NO.:
1239

MAJOR AGENCIES:
AUDITOR OF STATE ONLY

EFFECT. DATE: **NEW EFF. DATE:**
09/22/1991

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 HIGHER LEVEL, INCUMBENTS LEAD LOWER-LEVEL COORDINATORS OR INDEPENDENTLY COORDINATE ALL OFFICE AUTOMATION PROJECTS.

CLASS TITLE:

DATA SYSTEMS COORDINATOR 1

CLASS NUMBER:

12391

EFFECTIVE DATE:

09/22/1991

NEW EFFECTIVE DATE:

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:

09/22/1991

NEW EFFECTIVE DATE:

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 AGENCY.

CLASS TITLE: DATA SYSTEMS COORDINATOR 1	CLASS NO.: 12391	BARG. UNITS: 051
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EFFECTIVE DATE:

09/22/1991

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.)

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 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:

WORK INVOLVES OPERATION OF COMPUTER TERMINAL FOR LONG PERIODS OF TIME; OVERTIME MAY BE REQUIRED.

CLASS TITLE: DATA SYSTEMS COORDINATOR 2	CLASS NO.: 12392	BARG. UNITS: 051
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EFFECTIVE DATE:

09/22/1991

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.)

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 AGENCY (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 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:

WORK INVOLVES OPERATION OF COMPUTER TERMINAL FOR LONG PERIODS OF TIME; OVERTIME MAY BE REQUIRED.