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.
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.
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.
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.