STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Data Systems Management	SERIES NO.: 6413
	MAJOR AGENCIES: All Agencies	EFFECTIVE DATE: 03/07/2004

SERIES PURPOSE:

The purpose of the data systems management occupation is to manage and direct assigned operations of an agency's information technology division in order to provide information technology services to users.

At the lowest level, incumbents manage all information technology and support operations in a small to medium-size information technology division or for a statewide mobile and/or high-speed digital network.

At the second and third levels, incumbents manage one or more sections of information technology specialists and/or analysts, and if assigned also supervise clerical support staff, and/or other technical, and/or contract staff; and/or perform project management functions, and/or act as webmaster publisher, or supervise two or more information technology analyst in one work unit engaged in analysis and design of large and/or complex automated information systems.

At the fourth level, incumbents assist administrators of large information technology division/bureau & manage one or more sections or projects.

At the highest level, incumbents direct operations of a large information technology division or bureau or assist deputy director of management information services in managing multiple functions and/or multiple projects, or in department of administrative services, human resources division, administer all system design, programming, maintenance, operations, production and quality control for state payroll system; or in office of budget and management, administer systems development & programming for the central accounting system mainframe application and CAS Plus windows-based application for use by all state agencies.

GLOSSARY: the term below is to be interpreted as follows wherever it appears in the classification specification.

Advanced (high-level) programming language: a computer programming language that has syntax and grammar crudely approximating a natural (human) language, such as English, and typically requires translation to a low-level language that a computer can recognize. Software such as crystal report writer, Microsoft FrontPage and the like do not constitute an advanced programming language.

Enterprise wide: agency-wide, which includes all decentralized locations (e.g., institutions, district offices and/or regional offices) of the employing agency.

Programming language: a unique vocabulary and set of rules for writing computer programs.

Project management: a series of steps followed in order to formulate and/or implement project policy to ensure successful project development. The steps include: define the problem (e.g., gather user requirements; meet with stakeholders); develop possible solutions (e.g., facilitate brainstorming sessions; identify resource requirements; develop cost benefit analysis; develop a recommended solution; seek agreement to proceed); develop a project plan (e.g., identify milestones and critical dependencies; gather appropriate resources and secure commitment; finalize funding; encumber funds; build project plan; distribute plan for review) execute the plan (e.g., provide on-going status reports; respond to changes in scope; coordinate deliverables; supervise project staff both assigned and ad hoc; define team members roles and responsibilities; manage team; maintain project schedule; respond to problem); validation and verification (e.g., post project follow up and review; update plan template; hold a lessons learned discussion and documentation session; close out the project). If assigned, responsibility also includes supervising, coordinating and/or managing personnel assigned to one work unit or section or across multiple units or sections and/or contract staff.

Note: All required courses/coursework, training and/or experience cited in the minimum class qualifications for employment must be at the post-secondary education level which means after completion of high school or its equivalent.

CLASS TITLE:
Data Systems Manager

CLASS NUMBER:
64131

EFFECTIVE DATE:
03/07/2004

CLASS CONCEPT:
The first managerial level class works under administrative direction & requires thorough knowledge of information technology & considerable knowledge of management techniques in order to manage all information technology & support operations in small to medium-sized information technology division (i.e., limited to units & sections with no multi-section managers; classification is not to be used where higher-level positions are classified as Data Systems Assistant Administrator, 64134, Data Systems Administrator, 64135, or Deputy Director 1-5, 61311-61315 in electronic data processing); & supervise unit &/or section supervisors in range of activities;

OR

In Department Of Administrative Services, to manage & direct activities of small, highly technical unit effecting implementation &/or operational management of statewide mobile &/or high-speed digital network & in addition, supervise information technology consultants or perform project management functions;

OR

In Department of Job & Family Services or Office of Secretary Of State, to manage activities (i.e., performs four of following duties across 2 or more units: (1) analysis & design, procurement, unpackaging, preparation & installation of hardware & network systems; (2) develop & maintain standards for hardware/software acquisition & network planning; (3) evaluate current & proposed systems for performance, efficiency & cost; (4) participate in long & short term planning to include new system development, programs & policies; (5) review current systems, evaluate cost & efficiency & propose improvements; (6) respond to most complex or difficult production computer issues with authority to decide resolution without prior approval; (7) set project priorities; (8) develop & monitor budgets across sections & authorize/control expenditures; (9) recommends hardware & software purchases; (10) develop & maintain standards operating procedures & other work procedures & policies), ensure federal, state, &/or agency laws, regulations, policy &/or procedure changes that impact automated systems are communicated & implemented across 2 or more units, & in addition, supervise lower-level supervisory personnel (i.e., personnel may be assigned to more than one shift) or perform project management functions.

CLASS TITLE:
Information Technology Manager 1

CLASS NUMBER:
64132

EFFECTIVE DATE:
03/07/2004

CLASS CONCEPT:
The second managerial level class works under general direction & requires thorough knowledge of computer science, business or public administration, data processing, engineering, geology or comparable field which included coursework in advanced programming language, logic-based mathematics, data base concepts, basic data processing concepts, computer systems analysis, programming standards & methods & considerable knowledge of supervisory/management principles & techniques in order to manage one section (i.e., comprised of two or more work units, with each unit composed of two or more information technology specialists &/or analysts, &/or systems programmers, &/or other technical personnel), & if assigned, also supervise clerical support staff, &/or subordinate supervisory personnel, &/or direct & oversee contract personnel;

OR

Perform project management functions (i.e., on behalf of appointing authority) to direct high-level & complex analysis & design of automated information systems &, if assigned, also organize, direct & oversee ad hoc team of technical/program staff;

OR

In offices of statewide information technology policy & planning, to manage section composed of information technology specialists &/or information technology analysts &/or other technical staff whose primary duties involve developing & evaluating statewide strategic information technology plans (i.e., as prescribed by policy OPP-004) & preparing statewide information technology reports &/or involved in developing statewide information technology policies related to procurement & use of information technology in state government (i.e., researches subject matter, analyzes findings, & formulates & distributes policy statements) & in responding to statewide queries & surveys.

CLASS TITLE:
Information Technology Manager 2

CLASS NUMBER:
64133

EFFECTIVE DATE:
03/07/2004

CLASS CONCEPT:
The third managerial level class works under administrative direction & requires extensive knowledge of computer science, business or public administration, data processing, engineering, geology or comparable field which included coursework in advanced programming language, logic-based mathematics, database concepts, basic data processing concepts, computer systems analysis, programming standards & methods & considerable knowledge of supervisory/management principles & techniques in order to manage two or more sections (i.e., each section is comprised of two or more work units, with each unit composed of two or more information technology specialists &/or analysts, &/or systems programmers, &/or other technical staff) & supervise subordinate supervisory personnel, & if assigned, also supervise clerical support personnel &/or direct & oversee contract personnel;

OR

To utilize high-level & complex computer programming, analysis & design techniques to perform project management functions (i.e., on behalf of appointing authority) to manage multiple &/or sensitive projects, & if assigned, also organize, direct & oversee ad hoc team of technical/program staff;

OR

To supervise two or more information technology analysts assigned to one unit engaged in analysis & design of large &/or complex automated information systems;

&/OR

To develop, maintain & publish web policies on technological architecture & security & has overall responsibility for design, development, release & maintenance of internal & external web systems & services enterprise wide to ensure final product can be accommodated by current & future information systems technology & MIS operations, promote web use & development, coordinate with management information systems professionals on intranet & internet security, capacity & connectivity, maintain site mapping to assist with integrity & stability of website & make budgetary recommendations to satisfy resource needs, & if assigned, also supervise other personnel engaged in developing & maintaining websites &/or web pages &/or monitoring performance, integrity & user satisfaction of web services;

OR

In offices of statewide information technology policy & planning, to manage one section with one or more subordinate supervisory staff & information technology specialists &/or information technology analysts &;or other technical staff &/or clerical staff &/or contractors, supervise subordinate supervisory staff, develop multi-section &/or multi-project policies & establish overall standards, set project priorities, prepare budget, devise strategic information technology plans, evaluate &/or select software &/or hardware for acquisition, direct training of staff, & provide assistance & advice to staff engaged in developing & evaluating statewide strategic plans prescribed by policy (i.e., OPP-004) preparing statewide information technology reports &/or involved in development of statewide information technology policies in state government & in responding to statewide queries & surveys.

CLASS TITLE:
Data Systems Assistant Administrator

CLASS NUMBER:
64134

EFFECTIVE DATE:
03/07/2004

CLASS CONCEPT:
The assistant administrator level works under administrative direction & requires thorough knowledge of information technology & considerable knowledge of management techniques in order to assist administrator in administering a large information technology division (i.e., must be comprised of multi-section managers who supervise second-line supervisors) by managing multiple sections (e.g., computer operations, programming/systems supervised by second-line supervisors);

OR

In Department Of Administrative Services, Computer Services Division, to assist administrator in design & operation of information technology section serving multiple state agencies; or assist administrator in operation of state-wide microwave & other telecommunication network; or assist in administration of data conversion, optical scanning & computer output micrographics & supervise assigned information technology personnel;

OR

In Department Of Job & Family Services, to act as assistant bureau chief, or in larger bureaus (i.e., having approximately

100 or more employees &/or two or more statewide automated systems), to manage activities of two or more sections (i.e., maximum of three data systems assistant administrator positions per bureau with each being responsible for different functions & subordinate employees), & in addition to one of preceding options, supervise lower-level managerial &/or supervisory personnel or assigned personnel & oversee activities of contractual employees assigned to bureau;

<div align="center">OR</div>

In Office Of Budget & Management, to assist administrator of information technology division in systems development & programming for central accounting system (i.e., CAS) mainframe application or CAS Plus windows-based application for use by all state agencies & in addition to either of preceding options, supervise assigned information technology personnel & if assigned, also oversee contract employees.

CLASS TITLE: **CLASS NUMBER**:
Data Systems Administrator   64135

EFFECTIVE DATE:
03/07/2004

CLASS CONCEPT:
The administrator level class works under administrative direction & requires thorough knowledge of computer science & advanced management techniques in order to administer large computer science department (i.e., department must be comprised of multi-section managers who supervise second-line supervisors);

<div align="center">OR</div>

In Department Of Administrative Services, Computer Services Division, to administer & superintend strategic planning process, statewide data processing & telecommunications policies & develop statewide strategies for data processing; or superintend telecommunications & data processing acquisitions for all state agencies; or administer systems development & programming for all state agencies; or design, implement & administer data processing, telecommunications & telephone facilities for all state agencies; or act as project manager for assigned data systems project, develop & implement program/project policies & procedures & act in absence of deputy director for assigned area of responsibility, & in addition to one of preceding options, supervise assigned information technology personnel;

<div align="center">OR</div>

In Department Of Administrative Services, Human Resources Division, to administer all electronic data processing functions of state payroll which includes total responsibility for system design, programming, maintenance, operations, production & quality control, setting priorities, developing policies for electronic data processing system, work procedures, forms, directives establishing policies & schedules, preparing budget & maintaining fiscal controls & supervise assigned information technology employees;

<div align="center">OR</div>

In Department Of Job & Family Services, to assist deputy director of management information services in managing multiple functions &/or multiple projects & supervise assigned managerial/technical administrative support personnel; or act as bureau chief & supervise lower-level supervisory &/or managerial personnel or assigned personnel & oversee administration of contracted services for assigned bureau; or act as chief technical officer (i.e., administer & superintend data processing for areas of developing, implementing & maintaining strategic long range plan & short range tactical implementation, direct critical analysis of technological changes in mainframe, client-server &/or network support to determine strategic planning & develop policy & procedures to implement new technologies for county departments of job & family services, child support enforcement agencies & public children services agencies & develop & implement policies & procedures) & oversee direction & management for all contracted services for all bureaus within office of management information services;

<div align="center">OR</div>

In Office Of Budget & Management, administer systems development & programming for central accounting system (i.e., CAS) mainframe application & CAS Plus windows-based application for use by all state agencies, direct all functions involving system design, maintenance, operations, production & quality control, set priorities, develop & implement program/project policies & procedures, manage all related research for new technologies & supervise assigned information technology personnel, & if assigned, also oversee contract employees.

CLASS TITLE: Data Systems Manager	CLASS NUMBER: 64131	BARGAINING UNIT: EX

EFFECTIVE DATE:
03/07/2004

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.)
Manages all information technology & support operations in small to medium-sized information technology division (i.e., comprised of units & sections with no multi-section managers), supervises unit &/or section supervisors in range of activities (e.g., computer operations, systems/programming, telecommunications), assigns work projects & priorities, monitors department activities & progress, develops policies & procedures for department, evaluates & purchases computer hardware, software &/or contract services, prepares budget, monitors activities of consultants, participates in planning or plans long-term goals & objectives for department, & resolves most difficult computer & administrative problems;

OR

In Department Of Administrative Services, directs & manages implementation &/or operational management of statewide mobile &/or high-speed digital radio network (e.g., develops, implements, & maintains network performance standards; prepares budget & long range plans; oversees negotiations of major procurements; establishes technical & business objectives) & in addition, supervises information technology consultants or performs project management functions;

OR

In Department of Job & Family Services or Office of Secretary Of State, manages activities (i.e., performs four of following duties across 2 or more units: (1) analysis & design, procurement, unpackaging, preparation & installation of hardware & network systems; (2) develops & maintains standards for hardware/software acquisition & network planning; (3) evaluates current & proposed systems for performance, efficiency & cost; (4) participates in long & short term planning to include new system development, programs & policies; (5) reviews current systems, evaluates cost & efficiency & proposes improvements; (6) responds to most complex or difficult production computer issues with authority to decide resolution without prior approval; (7) sets project priorities; (8) develops & monitors budgets across sections & authorizes/controls expenditures; (9) recommends hardware & software purchases; (10) develops & maintains standards operating procedures & other work procedures & policies), in addition to preceding options, ensures federal, state, &/or agency laws, regulations, policy &/or procedure changes that impact automated systems are communicated & implemented across 2 or more units, & in addition, supervises lower-level supervisory personnel (i.e., personnel may be assigned to more than one shift) or perform project management functions.

Meets with users to discuss projects &/or coordinates resource scheduling & problems; attends &/or conducts management-level meetings; coordinates department activities with other agency representatives & provides counsel & advice to higher-level authorities; researches & analyzes industry trends; establishes priorities & develops project status; attends meetings & conferences.

MAJOR WORKER CHARACTERISTICS:
Knowledge of computer science, business or public administration, data processing, engineering, geology or mathematics or comparable academic major which covered following: advanced computer programming language, logic-based mathematics, data base concepts & basic data processing concepts; project/program management or supervisory principles/techniques; budgeting. Ability to deal with many variables & determine specific action; communicate verbally & in writing on complex technical & non-technical matters;

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of undergraduate core coursework in computer science, business or public administration, data processing, engineering, geology, mathematics or comparable academic major which included at least one course in each of following: advanced computer programming language (e.g., COBOL, Delphi, Java, Powerbuilder, Visual Basic), logic-based mathematics, data base processing concepts (e.g., Oracle, Microsoft Access, Paradox, Sybase, IMS DB, DB 2) & basic data processing concepts; additional 4 yrs. education or exp. commensurate with job duties to be performed & knowledges & skills required as outlined in approved position description on file for position to be filled as advertised in job posting; 18 mos. supervisory or project management exp.; 1 course or 3 mos. exp. in budgeting.

Note: Associate degree in one named or comparable academic majors may be substituted for required undergraduate core coursework.

-Or 6 yrs. exp. commensurate with job duties to be performed & knowledges & skills required as outlined in approved position description on file for position to be filled as advertised in job posting; 18 mos. supervisory or project management exp.; 1 course or 3 mos. exp. in budgeting.

-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:
May be required to be on call 24 hours per day, 7 days per week.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Information Technology Manager 1	64132	EX

EFFECTIVE DATE:
 03/07/2004

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.)
Manages one section (i.e., comprised of two or more units, with each unit composed of two or more information technology specialists &/or analysts, &/or systems programmers, &/or other technical staff), develops project, system &/or section policies & establishes systems/programming standards, plans & monitors systems projects & activities which may include systems integration, assists superiors with long range-planning & budget preparation, evaluates software &/or hardware products for acquisition, & meets with staff to discuss projects & resolve technical problems, & if assigned, also supervises clerical support staff &/or directs & oversees contract staff &/or supervises subordinate supervisory personnel;

&/OR

Performs project management functions (i.e., on behalf of appointing authority) for high-level & complex analysis & design of automated information systems;
OR

In offices of statewide information technology policy & planning, manages section composed of information technology specialists &/or information technology analysts &/or other technical staff whose primary duties involve developing & evaluating statewide strategic information technology plans (i.e., as prescribed by policy OPP-004) & preparing statewide information technology reports &/or involved in developing statewide information technology policies related to procurement & use of information technology in state government (i.e., researches subject matter, analyzes findings, & formulates & distributes policy statements) & in responding to statewide queries & surveys.

Confers & meets with users, vendors &/or other section managers in order to exchange information, resolve difficult or technical problems &/or to coordinate operations; attends management-level meetings & provides expert advice to higher-level management personnel; attends training classes &/or seminars.

MAJOR WORKER CHARACTERISTICS:
Knowledge of computer science, or business or public administration, data processing, engineering, geology or comparable field which included coursework in following: logic-based mathematics, data base concepts, basic data processing concepts & high-level language computer programming; computer systems analysis & design; computer hardware systems; supervisory principles/techniques*; employee development & training; project management. Skill in operation of computer terminal &/or personal computer & peripheral equipment (e.g., printers, modems).   Ability to interpret variety of technical computer manuals & documentation; write computer programs & system documentation & instruction manuals; communicate verbally & in writing on technical & non-technical matters; establish friendly atmosphere as supervisor or project manager.
(*) Developed after employment

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of undergraduate core coursework in computer science, or completion of undergraduate core coursework in any academic major which included at least one course in each of the following: advanced-level computer programming language (for example, COBOL, Delphi, Java, Powerbuilder, Visual Basic, Pl 1, SAS PCS, Pacbase, Full Visual Suite, Designer 2000, Developer 2000, C, C++, Visual C, ECL, or Visual Studio), logic-based mathematics, data base concepts (for example, Oracle, Microsoft Access, Paradox, Sybase, IMS DB, DB2, Cache, DMS, or RDMS), computer systems analysis & design, & basic data processing concepts; additional 6 1/2 years (78 mos.) exp. commensurate with job duties to be performed & knowledges & skills required as outlined in approved position description on file for position to be filled as advertised in job posting.; 18 mos. exp. in performing project management functions as defined in series purpose.

-Or 8 1/2 years (102 mos.) exp. commensurate with job duties to be performed & knowledges & skills required as outlined in approved position description on file for position to be filled as advertised in job posting; 18 months exp. in performing project management functions as defined in series purpose.

-Or 12 mos. exp. as Information Technology Supervisor 3, 64119, or equivalent.

Or in offices of statewide information technology policy & planning, positions require completion of undergraduate core coursework in computer science, or completion of undergraduate core coursework in any academic major which included at least one course in each of the following: advanced-level computer programming language (for example, COBOL, Delphi, Java, Powerbuilder, Visual Basic, Pl 1, SAS PCS, Pacbase, Full Visual Suite, Designer 2000, Developer 2000, C, C++, Visual C, ECL, or Visual Studio), logic-based mathematics, data base concepts (for example, Oracle, Microsoft Access, Paradox, Sybase, IMS DB, DB2, Cache, DMS, or RDMS), computer systems analysis & design, & basic data processing concepts; 3 yrs. exp. in utilizing word processing software; 3 yrs. exp. in utilizing internet browser(s) for research; 54 mos. exp. which included following: knowledge of information technology architecture components, developing information technology strategic plans, preparing & making presentations/public speaking, writing information technology related policy & procedures, preparing & monitoring budget, providing cost & resources estimates, & contract management; 2 yrs. exp. in utilizing e-mail system; 18 mos. exp. in project management or lead role on information technology project;12 mos. exp. in utilizing spreadsheet software; 12 mos. exp. as Information Technology Supervisor 3, 64119, or equivalent.

-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 operations of computer terminal for long periods of time; overtime may be required; travel may be required which may include overnight stay; may be required to be on-call 24 hours per day, 7 days per week.

CLASS TITLE: Information Technology Manager 2	CLASS NUMBER: 64133	BARGAINING UNIT: EX

EFFECTIVE DATE:
 03/07/2004

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 two or more information technology analysts assigned to one work unit engaged in analysis & design of large &/or complex automated information systems;

OR

Manages two or more sections (i.e., each section is comprised of two or more units, with each unit composed of two or more information technology specialists &/or analysts, &/or systems programmers &/or other technical), supervises subordinate supervisory staff, develops multi-section &/or multi-project policies & establishes overall systems/programming standards, sets project priorities, prepares budget, devises long-range system plans, evaluates &/or selects software &/or hardware for acquisition, directs training of staff & provides technical systems assistance & advice to staff, & if assigned, also supervises clerical support personnel &/or direct & oversee contract personnel;

&/OR

Utilizes high-level, complex, computer programming, analysis & design techniques in order to perform project management functions (i.e., on behalf of appointing authority) for multiple &/or sensitive projects (e.g., directs development &/or upgrades &/or determines new system requirements for automated information systems; work with program staff to determine legislative impacts & forecasts system requirements in response; serves as liaison to program areas; works with Ohio Department Of Job & Family Services partnership account manager to assess & perform strategic planning for county agencies' automated information system requirements);

&/OR

Develops, implements, maintains & publishes web policies on technological architecture & security & has overall responsibility for design, development, release & maintenance of internal & external web systems & services enterprise wide to ensure final product can be accommodated by current & future information systems technology & MIS operations, collaborates with appropriate management information systems personnel regarding to develop, maintain & publish web policies on technological architecture, security & installation procedures, ensures distribution of policies to appropriate participants engaged in web publishing, ensures there is unifying navigational trend for users to travel among documents, provides application framework for website development, ensures web pages are current through timely review & revision of content & maintenance by site-mapping to assist with stability & integrity of website, coordinates with information management systems professionals on internet/intranet security, capacity & connectivity, communicates with management to obtain support for policy adoption, content decisions & issue resolution & makes budgetary recommendations to satisfy resources needs, & if assigned, also supervises other personnel engaged in developing & maintaining websites &/or web pages &/or monitoring performance, integrity & user satisfaction of web services;

OR

In statewide offices of information technology policy & planning, manages one section with one or more subordinate supervisory staff & information technology specialists &/or information technology analysts &;or other technical staff &/or clerical staff &/or contractors, supervises subordinate supervisory staff, develops multi-section &/or multi-project policies & establishes overall standards, sets project priorities, prepares budget, devises strategic information technology plans, evaluates &/or selects software &/or hardware for acquisition, directs training of staff, & provides assistance & advice to staff engaged in developing & evaluating statewide strategic plans prescribed by policy (i.e., OPP-004) preparing statewide information technology reports &/or involved in development of statewide information technology policies in state government & in responding to statewide queries & surveys.

Directs activities of multiple project analysis or programming & systems analysis across units, sections &/or projects; manages system design & development of multiple control standards, productivity tool analysis, or systems design & development of multiple project tracking & monitoring programs; uses project methodologies/tools programs in development of technical computer training programs & courses in support to programming personnel; develops & implements policies & establishes systems methodology or systems/programming standards & productivity tool standards; leads system integration projects.

Establishes & maintains effective working relationship with users; provides technical advice to users regarding cost, feasibility &/or time for completion of projects; resolves problems, coordinates activities with other departments or sections; attends management-level & other meetings & provides expert advice to higher-level management personnel; attends training classes &/or seminars; obtains website content through collaborative effort with authors or web page creators from all functional areas of employing agency or large division; bridges any gaps between authors/content creators & agency/division's information management systems personnel; markets agency website to customers; ensures value of web content to internal & external customers & general public; participates in planning, product procurement & budget preparation for agency/division's web development & maintenance; makes budget recommendations to satisfy resource needs; oversees efforts of any prospective vendors or vendors contracted to develop web pages for agency/division; writes &/or edits articles for web publishing; obtains & maintains understanding of agency/division's administrative structure, mission & goals to ensure market-focused content & to deal with sensitive issues regarding content decisions.

MAJOR WORKER CHARACTERISTICS:
Knowledge of computer science, or business or public administration, data processing, engineering, geology or comparable field which included coursework in logic-based mathematics, data base concepts, basic data processing concepts & high-level language computer programming; computer systems analysis, design; computer hardware systems; supervisory principles/techniques*; employee development & training; project management. Skill in operation of computer terminal &/or personal computer & peripheral equipment (e.g., printers, modems).   Ability to interpret variety of technical computer manuals & documentation; write computer programs & system documentation & instruction manuals; communicate verbally & in writing on technical & non-technical matters; establish friendly atmosphere as supervisor.

(*) Developed after employment

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of undergraduate core coursework in computer science, or completion of undergraduate core coursework in any academic major which included at least one course in each of the following: advanced-level computer programming language (for example, COBOL, Delphi, Java, Powerbuilder, Visual Basic, Pl 1, SAS PCS, Pacbase, Full Visual Suite, Designer 2000, Developer 2000, C, C++, Visual C, ECL, or Visual Studio), logic-based mathematics, data base concepts (for example, Oracle, Microsoft Access, Paradox, Sybase, IMS DB, DB2, Cache, DMS, or RDMS), computer systems analysis & design, & basic data processing concepts; additional 7 1/2 years (90 mos.) exp. commensurate with job duties to be performed & knowledges & skills required as outlined in approved position description on file for position to be filled as advertised in job posting.; 2 years exp. in performing project management functions as defined in series purpose.

-Or 9 1/2 years (114 mos.) exp. commensurate with job duties to be performed & knowledges & skills required as outlined in approved position description on file for position to be filled as advertised in job posting; 2 years exp. in performing project management functions as defined in series purpose.

-Or 12 mos. exp. as Information Technology Manager 1, 64132.

Or in offices of statewide information technology policy & planning, positions require completion of undergraduate core coursework in computer science, or completion of undergraduate core coursework in any academic major which included at least one course in each of the following: advanced-level computer programming language (for example, COBOL, Delphi, Java, Powerbuilder, Visual Basic, Pl 1, SAS PCS, Pacbase, Full Visual Suite, Designer 2000, Developer 2000, C, C++, Visual C, ECL, or Visual Studio), logic-based mathematics, data base concepts (for example, Oracle, Microsoft Access, Paradox, Sybase, IMS DB, DB2, Cache, DMS, Or RDMS), computer systems analysis & design, & basic data processing concepts; 3 yrs. exp. in utilizing word processing software; 3 yrs. exp. in utilizing internet browser(s) for research; 66 mos. exp. which included following: knowledge of information technology architecture components, developing information technology strategic plans, preparing & making presentations/public speaking, writing information technology related policy & procedures, preparing & monitoring budget, providing cost & resources estimates, & contract management; 2 yrs. exp. in utilizing e-mail system; 18 mos. exp. in project management or lead role on information technology project; 12 mos. exp. in utilizing spreadsheet software; 2 yrs. exp. as Information Technology Supervisor 3, 64119, or 12 mos. exp. as Information Technology Manager 1, 64132, or equivalent.

-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 operations of computer terminal for long periods of time; overtime may be required; travel may be required which may include overnight stay; may be required to be on-call 24 hours per day, 7 days per week.

CLASS TITLE: Data Systems Assistant Administrator	CLASS NUMBER: 64134	BARGAINING UNIT: EX

EFFECTIVE DATE:
03/07/2004

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.)
Assists data systems administrator in planning & administering operations of large information technology division (i.e., comprised of multi-section managers who supervise second-line supervisors), manages department in absence of administrator, supervises multi-section managers (e.g., computer operations, programming systems supervised by second-line supervisors), assists administrator in developing department policies, procedures & standards, assists in long-range planning for department's computer, facilities & staffing needs, evaluates hardware & software, resolves &/or assists in resolving most complex & technical information technology problems & assists in budget preparation & monitoring expenditures/billing;

OR

In Department Of Administrative Services, Computer Services Division, assists administrator in design & operation of information technology section serving multiple state agencies, or assists administrator in operation of statewide microwave & other telecommunication network, or assists in administration of data conversion, optical scanning & computer output micrographics;

OR

In department of job & family services, acts as assistant bureau chief or in larger bureaus, (i.e., approximately 100 or more employees &/or two or more statewide automated systems), manages activities of two or more sections (i.e., may have maximum of three data systems assistant administrator positions per bureau with each being responsible for different functions & subordinate employees);

&

In addition to each option, supervises lower-level supervisory &/or managerial personnel or assigned personnel & oversees activities of contractual employees or performs project management functions;

OR

In Office Of Budget & Management, assists administrator of information technology division in systems development & programming for central accounting system (i.e., CAS) mainframe application or CAS Plus windows-based application for use by all state agencies & in addition to either of preceding options, supervises assigned information technology personnel & if assigned, oversees contract employees.

Meets with users to discuss projects & problems; attends & conducts management-level meetings; represents department to other government agencies &/or vendors; provides counsel & recommendations to administrator.

MAJOR WORKER CHARACTERISTICS:
Knowledge of computer science, business or public administration, data processing, engineering, geology or mathematics or comparable academic major which covered following: advanced computer programming language, logic-based mathematics, data base concepts & basic data processing concepts; project/program management or supervisory principles/techniques; budgeting. Ability to deal with many variables & determine specific action; communicate verbally & in writing on complex technical & non-technical matters;

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of undergraduate core coursework in computer science, business or public administration, data processing, engineering, geology, mathematics or comparable academic major which included at least one course in each of following: advanced computer programming language (e.g., COBOL, Delphi, Java, Powerbuilder, Visual Basic), logic-based mathematics, data base processing concepts (e.g., Oracle, Microsoft Access, Paradox, Sybase, IMS DB, DB 2) & basic data processing concepts; additional 7 yrs. education or exp. commensurate with job duties to be performed & knowledges & skills required as outlined in approved position description on file for position to be filled as advertised in job posting; 2 yrs. supervisory or project management exp.; 2 courses or 6 mos. exp. in budgeting.

Note: Associate degree in one named or comparable academic majors may be substituted for required undergraduate

core coursework.

-Or 8 yrs. exp. commensurate with job duties to be performed & knowledges & skills required as outlined in approved position description on file for position to be filled as advertised in job posting; 2 yrs. supervisory or project management exp.; 2 courses or 6 mos. exp. in budgeting.

-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:
May be required to be on call 24 hours per day, 7 days per week.

CLASS TITLE: Data Systems Administrator	CLASS NUMBER: 64135	BARGAINING UNIT: EX

EFFECTIVE DATE:
03/07/2004

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.)

Administers large information technology division (i.e., comprised of multi-section managers who supervise second-line supervisors), supervises multi-section managers (e.g., computer operations, programming/ systems supervised by second-line supervisors) &/or assistant administrator, prepares department budget & monitors fiscal activities, develops department policies, procedures & standards, approves hardware & software acquisition plans, resolves most difficult & complex computer & administrative problems & in addition writes proposals for equipment &/or contract services &/or monitors work of contract employees;

OR

In Department Of Administrative Services, Computer Services Division, administers & superintends strategic planning process, statewide data processing & telecommunications policies & develops statewide strategies for data processing; or superintends telecommunications & data processing acquisitions for all state agencies supervises assigned information technology personnel; or administers systems development & programming for all state agencies; or designs, implements & administers data processing, telecommunications & telephone facilities for all state agencies & in addition to one of proceeding options, performs project management functions for assigned data systems project, manages all related research for new technologies (e.g., optical scanning data conversion computer output microfilming), oversees system design & programming & acts in absence of deputy director for assigned area of responsibility;

OR

In Department Of Administrative Services, Human Resources Division, administers all information technology functions of state payroll which includes total responsibility for system design, programming, maintenance, operations, production & quality control, sets priorities, develops work procedures, forms, schedules & directives establishing policies, prepares budget & maintains fiscal controls & supervises assigned information technology employees;

OR

In Department Of Job & Family Services, assists deputy director of management information services in managing multiple functions &/or multiple projects (i.e., legislated mandates; update of county systems) & supervises assigned managerial/technical/administrative support personnel, or acts as bureau chief & supervises lower-level supervisory &/or managerial personnel or assigned personnel & oversees administration of contracted services for assigned bureau, or acts as chief technical officer (i.e., administers & superintends data processing for areas of developing, implementing & maintaining strategic long range plan & short range tactical implementation, directs critical analysis of technological changes in mainframe, client-server &/or network support to determine strategic planning & develops policy & procedures to implement technologies for county departments of job & family services, child support enforcement agencies & public children services agencies & develops & implements policies & procedures) & oversees direction & management for all contracted services for all bureaus within office of management information services;

OR

In Office Of Budget & Management, administers systems development & programming for central accounting system (i.e., CAS) mainframe application & CAS Plus windows-based application for use by all state agencies, directs all functions involving systems design, maintenance, operations, production & quality control, sets priorities, develops & implements program/project policies & procedures, manages all related research for new technologies & supervises assigned information technology personnel & if assigned, oversees contract employees.

Represents agency in conferences, meetings &/or statewide information technology meetings; prepares required administrative reports & correspondence; meets with users to discuss projects &/or problems; coordinates activities with other agency representatives & provides counsel & advice to higher-level authorities; plans programs & develops policies for information system affecting all state agencies; develops division's long-range information technology plan for information technology operations to include evaluating hardware & software resources, facilities, staffing, supplies & equipment & makes recommendations to meet current & forecasted needs; participates in policy development affecting assigned staff & implements information technology programs & policies; develops & implements policies, procedures &

performance standards on automated data processing related issues for all county departments of job & family services, child support enforcement agencies & public children services boards; assists in setting policies & procedures for division & agency-wide issues; prepares budgets; monitors expenditures; drafts contracts for director & legal review & approval; assists in preparing long range plans; participates in implementing divisions day to day programs, policies & procedures (e.g., personnel hiring, acquisitions & security).

MAJOR WORKER CHARACTERISTICS:
Knowledge of computer science, business or public administration, data processing, engineering, geology or mathematics or comparable academic major which covered following: advanced computer programming language, logic-based mathematics, data base concepts & basic data processing concepts; project/program management or supervisory principles/techniques; budgeting. Ability to deal with many variables & determine specific action; communicate verbally & in writing on complex technical & non-technical matters;

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of undergraduate core coursework in computer science, business or public administration, data processing, engineering, geology, mathematics or comparable academic major which included at least one course in each of following: advanced computer programming language (e.g., COBOL, Delphi, Java, Powerbuilder, Visual Basic), logic-based mathematics, data base processing concepts (e.g., Oracle, Microsoft Access, Paradox, Sybase, IMS DB, DB 2) & basic data processing concepts; additional 8 yrs. education or exp. commensurate with job duties to be performed & knowledges & skills required as outlined in approved position description on file for position to be filled as advertised in job posting; 2 ½ yrs. (30 mos.) supervisory or project management exp.; 3 courses or 9 mos. exp. in budgeting.

Note: Associate degree in one named or comparable academic majors may be substituted for required undergraduate core coursework.

-Or 9 yrs. exp. commensurate with job duties to be performed & knowledges & skills required as outlined in approved position description on file for position to be filled as advertised in job posting; 2 ½ yrs. (30 mos.) supervisory or project management exp.; 3 courses or 9 mos. exp. in budgeting.

-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:
May be required to be on call 24 hours per day, 7 days per week.