

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

Data Administration Management

SERIES NO.:

6717

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the data administration management series is to develop, publish & enforce policies regarding data administration, create consistency of user data across the department & monitor long term system integration.

At the lower-level, incumbents participate as a part of a team of information technology professionals &/or program staff to develop, publish & enforce policies regarding data administration. At the middle-level, incumbents act independently or lead a team of information technology professionals &/or program staff to develop, publish & enforce policies regarding data administration & monitor long term system integration. At the supervisory level, incumbents supervise unit of data administration managers & may supervise clerical/administrative support staff & ensure standardization of data administration policies & procedures across all automated systems.

Glossary: The following terms shall be interpreted to mean the following wherever they appear in this document.

Data Dictionary: A repository that retains data about the department & contains all data elements used across systems.

Metadata: Description and definition of data elements.

CLASS TITLE:

Data Administration Manager 1

CLASS NUMBER:

67171

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The first level managerial class works under general supervision & requires considerable knowledge of data administration & business or public administration in order to participate as part of team of information technology professionals &/or program staff to develop, publish & enforce policies & procedures regarding data administration, develop standards for new & existing data definition, determine software to maintain data administration standards & assist in design & development of databases.

CLASS TITLE:

Data Administration Manager 2

CLASS NUMBER:

67172

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The second level managerial class works under direction & requires thorough knowledge of data administration & business &/or public administration in order to independently or lead team of information technology professionals &/or program staff to develop, publish & enforce policies regarding data administration & monitor long term system integration, provide input in design & develop databases, determine data requirements/parameters & provide mentoring &/or act lead worker (i.e., provide work direction & training; track status of project) over lower-level data administration managers &/or other information technology personnel.

CLASS TITLE:

Data Administration Manager 3

CLASS NUMBER:

67173

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The third managerial level class works under administrative direction & requires extensive knowledge of data administration & business & public administration in order to supervise data administration managers assigned to unit & if assigned, also supervise clerical/administrative support staff involved in development, publication & enforcement of policies regarding data administration & ensure standardization of data administration policies & procedures across all automated systems of assigned agency.

CLASS TITLE: Data Administration Manager 1	CLASS NUMBER: 67171	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.)

Participates as part of team of information technology professionals &/or program staff to develop, publish & enforce policies regarding data administration that are consistent with department's long term direction, works in conjunction with area responsible for developing standards for new & existing data definition (e.g., name, length, field), conducts product evaluations & makes recommendations for appropriate software selection to maintain data administration information, assists in design & development of databases to include database security measures/controls, determines how data is accumulated & maintained (e.g., update, security &/or backup procedures), determines who has access rights to levels of data, sets archive policies for data (e.g., identifies data to be archived; where to archive; how to archive) & specifies how data & definitions are removed from system.

Maintains data dictionary; ensures all items & definitions in data dictionary are documented; creates & maintains cross reference documents to other programs &/or data items; ensures system definition follows metadata; ensures data is used & maintained in line with vision of department by reviewing logical data models &/or information gain via feasibility studies &/or general system design document; works with staff in standards area to ensure naming standards are consistent & follow all procedures that have been set forth by department; works with database analysts in turning logical data model into physical data model; provides technical support to on-going data development efforts.

Attends seminars &/or classes for training in database &/or data administration (i.e., purpose of training is to develop & refine established skills & enable incumbents to work independently as data policy manager & to stay abreast of new technologies related to data administration); researchers & refers to programming standards manuals or technical computer documentation to assist in program development of problem solving; operates computer terminal to access, enter, retrieve & test data.

MAJOR WORKER CHARACTERISTICS:

Knowledge of data processing systems or business &/or public administration; mainframe computer; personal computer operating systems; database systems; system design; data backup & recovery; data security industry standards in data administration. Skill in operation of computer terminal & peripheral equipment (e.g., printers, modems). Ability to design & develop business plan (i.e., short & long term); deal with problems/issues involving several variables within familiar context; interpret variety of technical computer manuals & documentation; communicate verbally & in writing on technical & non-technical matters; gather, collate & classify information about data, people or things; prepare & maintain accurate & concise reports & records; handle routine & sensitive contacts with government officials, business officials, consultants &/or general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business in business or public administration or data processing/computer science/information systems technology; 2 yrs. exp. or 2 yrs. trg. in which included responsibility for developing standards for new & existing data definition, product evaluation, recommending software selection, design & development of data bases to include security measures/controls & how data is to be accumulated maintained, archived & removed from system.

-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:

Overtime may be required; travel may be required, which may include overnight stay.

CLASS TITLE: Data Administration Manager 2	CLASS NUMBER: 67172	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.)

Independently or leads team of information technology professionals &/or program staff to develop, publish & enforce policies regarding data administration that are consistent with department's long term direction, monitors long term system integration, works in conjunction with area responsible for developing standards for new & existing data definition (e.g., name, length, field), determines appropriate software selection to maintain data administration standards, writes software procurement justifications, provides input in design & development databases (e.g., ensures effective use of data; determines data end user needs; where data is stored; how current data needs to be; what metadata describes data; where data elements originate from in systems flow; what business transactions cause data to enter system; what causes data to be updated), determines how data is accumulated & maintained (e.g., update, security &/or backup procedures), determines who has access to levels of data, sets archive policies for data (e.g., identifies data to be archived; where to archive; how to archive), specifies how data & definitions are removed from system & provides mentoring &/or act as lead worker (i.e., provides work direction & training; tracks status of projects) over lower-level data administration managers &/or other information technology personnel.

Assists upper management in developing corporate information strategies; ensures strategies from high-level management are implemented; maintains &/or oversees maintenance of data dictionary; ensures all items & definitions in data dictionary are documented & cross referenced to other programs &/or data items & updated; ensures system definition follows metadata; ensures data is used & maintained in line with vision of department; works with staff in standards area to ensure naming standards are consistent; works with database analysts in turning logical data model into physical data model; provides technical support to on-going data development efforts.

Attends seminars &/or classes for training in database &/or data administration (i.e., purpose of training is to develop & refine established skills & enable incumbents to work independently as data policy manager & to stay abreast of new technologies related to data administration); researchers & refers to programming standards manuals or technical computer documentation to assist in program development or problem-solving; operates computer terminal to access, enter, retrieve & test data.

MAJOR WORKER CHARACTERISTICS:

Knowledge of data processing systems or business &/or public administration; mainframe computer; personal computer operating systems; database systems; system design; data backup & recovery; data security; industry standards in data administration; employee development & training*. Skill in operation of computer terminal & peripheral equipment (e.g., printers, modems). Ability to design & develop business plan (i.e., short & long term); deal with problems/issues involving several variables within familiar context; interpret variety of technical computer manuals & documentation; communicate verbally & in writing on technical & non-technical matters; gather, collate & classify information about data, people or things; prepare & maintain accurate & concise reports & records; handle routine & sensitive contacts with government officials, business officials, consultants &/or general public.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business or public administration or data processing/computer science/information systems technology; 3 yrs. exp. or 3 yrs. trg. in developing & maintaining data administration policies & procedures for automated systems which included responsibility for developing standards for new & existing data definition, product evaluation, recommending software selection, design & development of data bases to include security measures/controls & how data is to be accumulated maintained, archived & removed from system.

-Or 12 mos. exp. as Data Administration Manager 1, 67171.

-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:

Overtime may be required; travel may be required, which may include overnight stay.

CLASS TITLE: Data Administration Manager 3	CLASS NUMBER: 67173	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 data administration managers assigned to unit involved in development, publication & enforcement policies regarding data administration, assigns & prioritizes work, interviews applicants & recommends hiring decisions, evaluates staff performance, reviews database design documentation & data element parameters for compliance with agency standards &/or vision, monitors work progress, orients & trains new staff &/or recommends training seminars/classes for staff, assists staff in resolving difficult computer problems & answers technical questions, establishes & enforces unit policies & procedures, ensures data administration standards are followed & conducts staff meetings, & if assigned, also supervises clerical/administrative support staff.

Directs activities of multiple database design or analysis involving staff across units, sections &/or projects; manages data design & development of multiple control standards, security standards or standardization of data element definitions; directs &/or develops business plan for data administration across all automated systems; uses project methodologies/tools programs in development of technical computer training programs & courses in support to data administration personnel; develops & implements policies & establishes data administration standards & productivity tool standards.

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 department sections; attends management-level & other meetings & provides expert advice to higher-level management personnel; attends training classes &/or seminars; operates computer terminal to access, enter, retrieve & test data.

MAJOR WORKER CHARACTERISTICS:

Knowledge of data processing systems or business &/or public administration; mainframe computer; personal computer operating systems; database systems; system design; data backup & recovery; data security; industry standards in data administration; employee development & training; supervisory principles/techniques*. Skill in operation of computer terminal & peripheral equipment (e.g., printers, modems). Ability to design & develop business plan (i.e., short & long term); deal with problems/issues involving several variables within familiar context; interpret variety of technical computer manuals & documentation; communicate verbally & in writing on technical & non-technical matters; gather, collate & classify information about data, people or things; prepare & maintain accurate & concise reports & records; handle routine & sensitive contacts with employees, government officials, business officials, consultants &/or general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business or public administration or data processing/computer science/information systems technology; 4 yrs. exp. or 4 yrs. trg. in developing & maintaining data administration policies & procedures for automated systems which included responsibility for developing standards for new & existing software selection, design & development of data bases to include security measures/controls & how data is to be accumulated, maintained, archived & removed from system; 6 mos. exp. or 6 mos. trg. in employee development/training or acting as team/project leader over other employees.

-Or 12 mos. exp. as Data Administration Manager 2, 67172.

-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:

Overtime may be required; travel may be required, which may include overnight stay.