

DATA PROCESSING SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is complex supervisory and professional electronic data processing work involved in systems analysis, programming, and computer operations and activities.

Employees in this class supervise the electronic data processing programs and activities of a department/agency.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises the design of moderately complex computer systems, programming operations, computer operations and data control and scheduling functions and activities of a department/agency.

Coordinates the use of the computer with the client-user, operating and administrative officials; discusses data processing programs or problems.

Determines the best course of action and utilization of personnel to achieve desired results and optimum utilization of data processing equipment.

Assists technical and professional staff in resolving problems involving program intent, input/output requirements and other procedural or technical problem.

Develops and implements plans for improving systems design and programming, computer operations and data control and scheduling.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of electronic data processing.

Knowledge of computer capabilities, practices and methods.

Ability to supervise the work of others.

Ability to apply sound judgment in analyzing and organizing problems or work processes for computer solution.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to analyze and interpret technical data systems and processes and make recommendations to adapt to electronic data processing methods.

Ability to interpret and apply pertinent laws, regulations and other program guidelines.

Ability to work effectively with employees and the public.

Data Processing Supervisor

Ability to communicate effectively, orally and in writing.

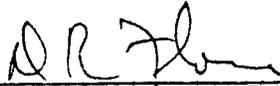
Skill in computer systems analysis and programming.

MINIMUM EXPERIENCE AND TRAINING:

a) Three years of specialized experience in computer systems analysis and programming work, and graduation from a recognized college or university with a Bachelor's degree in computer science, business administration, mathematics or related field;
or

b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980



DAVID R. FLORES, Executive Director
Civil Service Commission