

DATA PROCESSING MANAGER (DOA)

NATURE OF WORK IN THIS CLASS:

Administers the centralized data processing systems development and computer operations and activities under the Department of Administration.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed .)

Administers a central data processing system for semi and non-autonomous departments/agencies including data input, systems programming, development and analysis, adaptation of computer capability, analysis of equipment requirements, and computer terminal telecommunications coordination.

Evaluates cost estimates information for computer services; reviews computer technical data for record applicability.

Confers with management to define boundaries and priorities of tentative projects to determine processing requirements to meet current and future informational needs and to determine the equipment capabilities necessary to meet these requirements.

Establishes operational objectives to ensure maximum utilization of the data processing activities; informs departments/agencies of the services available and recommends improvements to be implemented.

Develops and modifies plans and procedures; participates in decisions; prepares division budget.

Prepares administrative and technical reports and correspondence.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the functions and capabilities of electronic data processing systems.

Knowledge of the principles, practices and techniques of computer programming and systems analysis.

Knowledge of the principles and practices of management and the administrative process.

Ability to administer a centralized electronic data processing systems and activities.

Ability to evaluate systems and processes and recommend adapting to cost savings electronic data processing techniques to improve program effectiveness.

Ability to make decisions in accordance with appropriate program guidelines.

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

Ability to prepare cost estimate information for computer services.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in systems design and data processing.


MINIMUM EXPERIENCE AND TRAINING:

(a) Four years of progressively responsible experience in computer systems programming and analysis work, two years as a data processing systems administrator or equivalent work, and graduation from a recognized college or university with a Bachelor's degree in computer science, business administration, mathematics or related fields; or

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

Established: December, 1982

Pay Range: 48



J. C. BORJA,
Executive Director
Civil Service Commission