

SYSTEMS and PROGRAMMING ADMINISTRATOR

(UNCLASSIFIED)

NATURE OF WORK IN THIS CLASS

This position is designed in the unclassified service directs and coordinates the overall organization's technical, development and production activities of a technical application and production support of a Data Processing.

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.)

Directs the systems analysis, programming and computer operations of a Data Processing.

Consults with management to determine information requirements of management, to determine boundaries and priorities of new projects, and to discuss system capacity and equipment acquisitions.

Confers with department heads involved with proposed projects to ensure cooperation and further define nature of project.

Reviews project feasibility studies and establishes work standards.

Prepares progress reports to inform management of project status and deviation from goals.

Revises computer operating schedule to introduce new program testing and operating runs.

Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to ascertain costs and plan operating changes.

Analyzes divisional work-flow and workers' job duties to recommend reorganization or departmental realignment within the agency.

Assists staff to diagnose and solve computer equipment problems.

Participates in technical projects such as writing equipment specifications or developing computer programs for specified applications.

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ILLUSTRATIVE EXAMPLES OF WORK (Con't)

Reviews and updates divisional policies and procedures to maintain compliance with local and federal regulations.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the functions and capabilities of electronic data processing.

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

Knowledge of the principles and practices of management.

Ability to administer the overall organization's technical, development and production activities of a technical application and production support.

Ability to evaluate systems and processes and recommend adapting to cost savings electronic data processing techniques to improve program effectiveness principles, practices, functions and capabilities of electronic data processing.

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 the public and employees.

Ability to communicate effectively.

Skill in application design, programming and system software.

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PREFERABLE EXPERIENCE AND TRAINING

- A. Ten (10) years of progressively responsible professional experience in computer systems programming and analysis work, and graduation from a recognized college or university with a Bachelor's degree in computer science, information science, business administration, mathematics or related fields; or
- B. Fourteen (14) years of progressively responsible professional experience in computer systems programming and analysis work, and graduation from a recognized college or university with an Associate's degree in computer science, information science, business administration, mathematics or related fields.

ESTABLISHED: APRIL 1996

PAY GRADE: P

HAY EVALUATION:

KNOW HOW:	EII3	304
PROBLEM SOLVING:	E3 (38%)	115
<u>ACCOUNTABILITY:</u>	<u>E1P</u>	<u>152</u>
TOTAL POINTS:		571



ELOY P. HARA
Executive Director
Civil Service Commission