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| **CLASS CODE:** 2133 **PAY GRADE:** 426  |

**CLASS TITLE:** DATA PROCESSING MANAGER - SES

**ALLOCATION FACTOR(S)**

This is managerial work in one or more of the primary functional areas in a data center as follows: 1) directing the activities of employees and managing the data center's overall operation(s) including, but not limited to: a) the entire applications programming/systems analysis function; b) the entire systems programming function; or c) the entire data entry, quality control and computer operations functions; and 2) must report to an assistant data center director, data center director or comparable level position. The employee(s) in the position(s) allocated to this class exercise(s) independent judgment in formulating or assisting in the formulation of policies and procedures which have significant impact in personnel administration and/or preparation and administration of budgets.

**EXAMPLES OF WORK PERFORMED:**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

* Directs the analysis and approval of new systems and system modifications prior to implementation.
* Formulates policies and procedures relating to personnel administration and/or prepares and administers budgets.
* Provides detailed planning and development of new systems and modifications to existing complex systems.
* Coordinates the review, analysis and definitions of operational systems problems and applies accepted management principles and systems analysis techniques to develop new systems or to improve existing systems.
* Establishes systems priorities and determines the allocation of available resources.
* Coordinates the development and maintenance of a comprehensive long-range plan to most effectively meet departmental systems requirements.
* Provides consultation and technical assistance to users.
* Coordinates research efforts for approved methods of implementing new or modified systems and coordinates the orientation or training support to affect the organization.
* Directs the development of technical documentation to ensure effective implementation, operation or evaluation of automated or manual information systems.
* Monitors and coordinates system operations to measure and assess effectiveness of existing or modified systems in achieving desired results.
* Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

(Note: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions in the employing agency.)

* Knowledge in one or more areas of data processing.
* Knowledge of the principles, practices and techniques of computer technology.
* Knowledge of project control and cost estimating techniques.
* Knowledge of the concepts and theories of data processing.
* Knowledge of the principles and practices of personnel administration.
* Knowledge of personnel principles.
* Knowledge of the principles of budget preparation and administration.
* Ability to supervise people.
* Ability to analyze and interpret technical data.
* Ability to design programs and systems.
* Ability to evaluate and resolve user problems.
* Ability to write technical data processing reports.
* Ability to do short-range and long-range program and project planning.
* Ability to conduct feasibility and cost analysis studies.
* Ability to determine work priorities, assign work and ensure proper completion of work assignments.
* Ability to communicate technical data processing information effectively.
* Ability to establish and maintain effective working relationships with others.
* Ability to understand and apply applicable rules, regulations, policies and procedures.
* Ability to make decisions in a timely manner.

**MINIMUM QUALIFICATIONS**

**EFFECTIVE:**

7/1/2001

**HISTORY:**

11/10/1998

08/19/1986