

**CLASSIFICATION:** DATA LIBRARIAN II

**Class Code:** 3021-14

**Date Established:** 03-21-97

**Occupational Code:** 1-1-2

**Date of Last Revision:** 01-11-16

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To maintain and control data media libraries or communications management system for an information systems operation.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Maintains the media library or communications management system and off-site storage inventory for an agency.
- Utilizes the magnetic media system or communications management system inventory controls.
- Maintains departmental change control procedures to ensure control and backup of agency data files.
- Verifies the rotation and storage of off-site back-ups for computer or communications management system files.
- Maintains an up-to-date instruction manual for library or communications management system systems.
- Assists in collecting data to be used in the preparation of informational reports and compilation of statistics.
- Files source documents and library system or communications management system forms to ensure they are readily retrievable.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

**Impact:** Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

**Supervision:** Requires functional supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

**Complexity:** Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

**Independent Action:** Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from high school, G.E.D. or its equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years' experience in the review, analysis and control of EDP input data, two years of which shall have been in a computer operations environment.

**License/Certification:** None required.

**RECOMMENDED WORK TRAITS:** Knowledge of information systems practices and procedures. Knowledge of magnetic media properties and record control. Knowledge of the computer operations practices and procedures. Skill in analyzing and editing reports. Ability to read and interpret input forms and computer records. Ability to find and correct causes of errors in reporting systems. Ability to communicate effectively. Ability to instruct personnel performing similar duties. Ability to establish and maintain effective working relationships with personnel from other sections. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.