

CLASSIFICATION: DATA PROCESSING PROJECT MANAGER

Class Code: 3034-31

Date Established: 05-29-80

Occupational Code: 7-1-1

Date of Last Revision: 12-28-01

Exempt Status: Exempt

BASIC PURPOSE: To develop, formulate and implement computer systems and programs for integrated management information systems.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Organizes and directs the execution of management information analysis and design approaches.
- Analyzes existing information processing systems and procedures, and designs improved approaches to operating situations and coordinates overall implementation.
- Designs general logic for system development and determines optimum equipment configuration.
- Organizes and prepares proposed data system documentation and participates in computer feasibility and comparison studies.
- Evaluates problems to determine cause, how to prevent it from reoccurring and to recover from situation as it exists.
- Trains subordinate data processing employees using formal instruction and on-the-job direction and guidance.

DISTINGUISHING FACTORS:

Skill: Requires skill in evaluating, planning or integrating analysis of data to formulate current and long-range solutions, strategies or policies of a specialized or technical nature.

Knowledge: Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires delegating supervisory or program responsibilities to subordinate managers, with overall accountability for hiring employees and approving program policies. The supervisor in this position assumes responsibility for an organizational unit, including developing long-range plans, analyzing staffing requirements, and formulating systemwide policies and procedures.

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 reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires formulating the combination of overall job functions in order to address highly diverse or novel situations requiring new concepts and imaginative approaches to a wide range of intellectual and practical problems.

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Independent Action: Requires administrative decision-making in authorizing and monitoring the implementation of major departmental policies and procedures.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in business administration, computer science, mathematics, physics, engineering or a related field, with special training in systems and procedures, systems planning, or EDP program courses. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Eight years' experience in systems analysis or data processing with at least three years' supervisory experience in a large scale computer environment. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: New Hampshire driver's license and access to transportation for use in statewide travel if necessary to coordinate data processing services in differing geographic locations.

RECOMMENDED WORK TRAITS: Thorough knowledge of modern techniques in computer systems analysis and design. Thorough knowledge of current developments in computer systems analysis, management information systems and electronic data processing. Thorough knowledge of management principles and practices including organizational structure staffing patterns and administrative control techniques. Extensive knowledge of the capabilities and requirements of electronic data processing equipment. Extensive knowledge of the principles and techniques of computer systems documentation. Extensive knowledge of principles and techniques of form design. Extensive knowledge of the principles of computer programming. Considerable knowledge of the principles of effective supervision and administration. Ability to analyze operations and organize component parts into a logical system. Ability to direct the conversion of an agency's program for electronic data processing. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with subordinates, associates, agency management officials, electronic equipment manufacturers and professional organizations. 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.