

**CLASSIFICATION:** DATA PROCESSING SUPERVISOR II

**Class Code:** 3045-18

**Date Established:** 12-07-92

**Occupational Code:** 9-3-6

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To plan and develop new data processing work methods within a specified data processing work section or sections.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Summarizes data, prepares reports, and makes computer operations recommendations which contribute to solving computer related problems.
- Manages a data processing working unit, including monitoring work schedule of computer center.
- Develops and modifies work methods to maximize production levels and to reduce or eliminate work area backlogs.
- Evaluates employee work performance against established data processing performance standards.
- Consults with programmers in a computer section for the purpose of receiving information pertinent to the program or overall system.
- Participates in analysis of systems and processes and assists in refining these processes into a series of logical steps which will serve as the basis of standard operating procedures.

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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 knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

**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 direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

**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 summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

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**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:** Associate's degree from a recognized college or technical institute with major study in computer science, data processing or business administration. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years' experience in data processing, with at least one year in a supervisory capacity. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** None required.

**RECOMMENDED WORK TRAITS:** Extensive knowledge of the operation, adjustment and application of data processing machines and equipment in a computer oriented environment. Some knowledge of computer programming techniques. Ability to comprehend the requirements of the client for whom services are provided. Ability to plan and coordinate the work of a complex data processing unit. Ability to prepare input control programs and associated documentation for data processing equipment. Ability to train operators and to follow complex verbal instructions. Ability to communicate effectively both orally and in writing. Ability to maintain harmonious relationships with associates and others. 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.