

CLASSIFICATION: DATA PROCESSING SUPERVISOR III

Class Code: 3046-20

Date Established: 02-24-93

Occupational Code: 9-3-6

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To supervise the conversion of computer-oriented source data to machine input form, including responsibility for providing technical assistance regarding data preparation and processing.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Supervises the conversion of computer-oriented source data to machine input form; oversees the various procedures for the collection of information pertinent to the application.
- Coordinates the work of a work section or sections with the work schedule of the data center, with responsibility for changing established methods and procedures to assimilate new or emergency projects.
- Consults with other divisions, departments or agencies to discuss and clarify the intent or subject matter of source material used within the computer unit.
- Supervises a large data processing unit or smaller units with responsibility for work assignment and review, and yearly performance evaluations.
- Participates in planning system expansions and implementation to provide new or revised data processing applications.

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 terminating 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.

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 objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

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

Experience: Five 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. Fundamental knowledge of computer programming techniques. Ability to comprehend quickly the requirements of the client for whom service is provided. Ability to plan and coordinate the work of a complex data processing unit or section. Ability to train computer operators and to follow complex verbal instructions. Ability to communicate effectively. 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.