OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 - 1981

CLASS TITLE:	CODE:
Data Technician Supervisor	12364C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general supervision from data processing manager, supervises data technicians engaged in data processing operations to maintain established standards of production;

- PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	55-65	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge assign, reward or discipline other public employees (i.e., data technicians); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment, trains personnel & reviews production controls.	Knowledge of (1) supervision*; skill in (2) operation & maintenance of computer related & unit record equipment; ability to (3) understand a system of procedures, (4) establish friendly atmosphere as supervisor of work unit.
2	12-32	Studies, plans & implements revisions in procedures to improve efficiency of work unit; prepares production reports & maintains records; meets with other section supervisors for review & documentation of new jobs.	Ability to 3, (5) prepare meaningful, concise & accurate reports, (6) define problems, collect data, establish facts & draw valid conclusions.
3	13-23	Oversees & performs clerical & technical tasks related to processing of data (e.g., wires control panels; operates unit record & tab equipment; requisitions & maintains supplies; maintains personnel records; controls security; maintains equipment).	Knowledge of 1*; skill in 2; ability to 3, 4, 6.

(51)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:
May work evening or night shift; may be on call 24 hours.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
12 mos. training &/or experience in operation of computer related & unit record equipment; or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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