OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1981

CLASS TITLE:	CODE:
Data Control Technician	12365C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general supervision from data processing management, controls data processing through coordination of program;

-PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	55-75	Organizes, controls & coordinates activities involved in data processing; directs, instructs, or advises employees involved in processing data; schedules & monitors data runs; follows progress of data throughout process & initiates changes or corrective measures when necessary.	Knowledge of (1) supervision, (2) office practices & procedures*; skill in (3) data processing; ability to (4) deal with problems involving few variables in familiar context, (5) cooperate with co-workers on group projects.
2	4-24	Coordinates data runs with needs & problems of user agencies; coordinates data processing with specialist staff; analyzes processing problems & determines solutions; provides consultation service.	Knowledge of 1, 2*, (6) public relations; skill in 3; ability to 4, 5, (7) handle sensitive contacts with processing staff & user agencies.
3	3-13	Prepares or writes procedures on processing data; recommends major changes or modifications on processing data; updates procedural manuals; prepares reports on progress of procedures currently in use.	Knowledge of 2*; skill in 3; ability to 4.
4	4-24	Performs additional technical & clerical work related to processing of data (e.g., corresponds with user agencies; arranges data pick-up, security & delivery; assists in maintenance of records; files reports; controls data & magnetic tape storage efficiency).	Knowledge of 1, 2*; skill in 3; ability to 5.

(52)

123:1-7-17

*Developed after employment

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

MINIMUM CLASS REQUIREMENTS: *(Including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 1 course in supervision (or 1 mo. exp.); 1000 hrs. training in data processing (or 10 mos. exp.); 1 course in public relations (or 1 mo. exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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