AUG 0 2 1987

NEW

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Data Systems Coordinator 2	CODE: 64152 C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from data systems manager, programming analysis supervisor or higher level data systems coordinator, participates in development of data systems; develops, implements, coordinates procedures involved; develops documentation; serves as liaison between processing function & state data center & between processing function & other functions within agency;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	37-57	Participates in development of data systems; gathers & analyzes data, assembles data & materials for testing & investigation of programs & their relationship with designated systems in development stage, tests systems to ensure validity of systems output, & participates in implementation of systems; participates in scheduling of computer runs to expedite process; checks print-outs for accuracy & completeness.	Knowledge of (1) office practices & procedures, (2) data processing function, (3) data systems analysis procedures, (4) government structure & process; ability to (5) use statistical analysis, (6) define problems, collect data, establish facts & draw valid conclusions, (7) read, write & interpret technical material, (8) deal with variety of abstract variables, (9) gather, collate & classify information about data, (10) cooperate with co-workers on group projects.
2	3-13	Develops documentation of computer runs, prepares briefings on documentation.	Knowledge of 2, 4; ability to 5, 6, 7, 8, 9, (11) work alone on most tasks, (12) maintain accurate record systems.
3	30-50	Provides liaison with processing section, state data center & other user sections to maintain appropriate services, disseminate information & develop effective working relationships.	Knowledge of 1, 2, 4; ability to 6, 8, (13) handle sensitive inquiries from agency personnel & government officials.
4	0-10	Provides supervision for employees working on projects or with problems involving systems & processing.	Knowledge of 1, (14) supervision*; ability to (15) establish friendly atmosphere as supervisor of project*.

(70)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 3 courses in office practices & procedures (or 3 mos. exp.); 3 courses in data processing function (or 3 mos. exp.); 3 courses in government structure & process (or 3 mos. exp.); 1 course in data systems analysis procedures (or 1 mo. exp.); 1 course in statistical analysis (or 1 mo. exp.); or equivalent.	TRAINING & DEVELOPMENT: