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**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 70112**

**MANAGEMENT INFORMATION SYSTEMS SPECIALIST 2**

**OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES**

**EFFECTIVE 1/29/01**

The duties are arranged in order of importance. However, the specific duties and frequencies listed may vary depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Management Information Systems Specialist 2 may not perform all of the duties listed. However, it is mandatory that the first duty (I) is performed a minimum of 20% of the time.





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### Summary of Essential Duties

The primary purpose of the Management Information Systems Specialist 2 position is to perform computer programming systems design functions. The classification also involves maintaining, evaluating and updating computers and computer systems for the agency. The incumbent performs statistical analyses using computers (e.g., statistics on data), and completes technical reports concerning computer-related issues. Also the incumbent trains, assists, and advises county department of job and family services employees on computer-related issues.

#### Duties

- Frequency: 40% +/- 15%
- I. Performs computer programming and systems design functions.
- Frequency: 25%+/- 10%
- II. Maintains, evaluates and updates computer hardware and software for the agency.
- Frequency: 5% +/- 2%
- III. Performs statistical analyses using computers (i.e., statistics on data).
- Frequency: 5% +/-2%
- IV. Completes technical reports concerning computer-related issues.
- Frequency: 10% +/-5%
- V. Performs data processing duties.



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Frequency 5% +/- 2%

VI. Trains, assists and advises county job and family services department employees on computer-related issues.

Frequency: 5% +/-2%

VII. Performs computer-related documentation duties.

Frequency: 3% +/-1%

VIII. Performs computer security service tasks.

Frequency: 2% +/-1%

IX. Performs miscellaneous clerical tasks.



**KSA'S FOR THE  
JOB CLASSIFICATION OF  
MANAGEMENT INFORMATION SYSTEMS SPECIALIST 2**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Simple and complex system design functions; Computer operations; Computer programming.	Writing; Performing computer operations; Designing computer programs; Preparing flowcharts; Writing programs; Installing complex computer systems.	Perform a wide variety of interrelated or nonstandard procedural assignments; Resolve a wide range of problems; Design computer programs; Prepare instructions; Prepare flowcharts; Install computer systems; Test computer programs.
II	Computer operations; Office practices and procedures; Office equipment; Data processing procedures; Statistical operations; Computer programming.	Oral communication; Organization; Maintenance and repair of computer equipment; Maintenance of office equipment; Performing computer operations.	Perform a wide variety of interrelated or nonstandard procedural assignments; Resolve a wide range of problems; Extract information from various sources; Handle problems involving varied and unrelated processes and methods; Give or exchange facts and routine information; Answer routine questions/inquiries; Maintain accurate records; Statistically analyze data; Understand manuals and verbal instructions; Develop computer programs; Gather, collate and summarize data; Interpret technical material; Explain technical computer issues to others; Perform statistical operations; Use computers; Design or program systems; Modify existing computer programs; Clean and maintain computer equipment; Maintain office equipment; Test computer systems.
III.	Computer operations; Intermediate mathematical principles; Data processing procedures; English grammar and composition; Statistical operations.	Organization; Writing; Performing computer operations.	Perform intermediate mathematical operations; Gather, collate and summarize data; Perform statistical operations; Use computers; Interpret data; Maintain accurate records; Write reports; Perform statistical operations; Perform preliminary investigations; Perform feasibility studies; Prepare data.



<b>IV</b>	Computer operations; Data processing procedures; Statistical operations.	Organization; Performing computer operations; Data screening; Parallel computer runs.	Perform a wide variety of interrelated or nonstandard procedural assignments; Resolve a wide range of problems; Screen data after processing to ensure accuracy; Handle problems involving varied and unrelated processes and methods; Maintain accurate records; Statistically analyze data; Proofread materials; Gather, collate and summarize data; Perform statistical operations; Use computers; Oversee parallel runs; Oversee conversion of data; Design or program systems; Maintain controls to ensure proper sequence and completion of computer programs.
<b>V</b>	Computer operations; Training and development practices; Data processing procedures.	Oral communication; Public speaking; Organization; Performing computer operations.	Resolve a wide range of problems; Give or exchange facts or routine information; Answer routine questions/inquiries; Train others; Explain technical issues to others; Speak before an audience; Use computers.
<b>VI</b>	Computer operations; Intermediate mathematical principles; English grammar and composition; Data processing procedures.	Organization; Writing; Intermediate mathematical operations.	Perform intermediate mathematical operations; Maintain accurate records; Prepare manuals; Update program documentation; Monitor system flow and file layouts; Update systems historical and procedural documentation.
<b>VII</b>	Computer operations; Data security system; Data production.	Organization; Data security system; Perform computer operations.	Resolve recurring, standard problems; Maintain accurate records; Monitor assigned Agency's data security system; Review data production; Monitor reports to discover unauthorized attempts to access departmental data; Use computers.
<b>VIII</b>	Office practices and procedures; Office equipment.	Organization; Operate office machines.	Perform a full range of standard clerical assignments; Sort material for filing; File material numerically, alphabetically, and/or chronologically; Operate photocopier.



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### **Minimum Qualifications**

- One year of experience as a Management Information Systems Specialist 1, 70111.
  
- Or completion of undergraduate major core coursework or two years experience in computer science, information technology or similar field that included one course or six months experience in each of the following: advanced programming language (e.g., Cobol, Delphi, Java, Visual Basic) or job control language, logic-based mathematics, data base concepts (e.g., Oracle, Microsoft Access, Paradox, Sybase, IMS DB, DB2), and basic data processing concepts. Also requires one year of experience in a position similar to a Management Information Systems Specialist 1, 70111.
  
- Or Completion of two years of technical training in computer science, information technology or like field. Also requires one year of experience in a position similar to a Management Information Systems Specialist 1, 70111.

**Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.**

### **Unusual Working Conditions/Hazards**

The incumbent has almost no responsibility for the safety of others. Errors will not normally result in injury to others. Additionally, the position involves very limited probability of injury, but minor risks related to injuries involving an office setting, such as tripping and falling, do exist.