8295

DATA PROCESSING SUPERVISOR

Nature of Work
  Under general supervision, performs full-performance technical and supervisory level in a major operational data processing unit such as computer operations, distribution, data entry, or teleprocessing, in the central data processing facility or a major agency, or serves as data processing coordinator for a small agency where programming and operational functions are performed by the central data processing facility; responsible for supervising computer operations, scheduling user jobs submission and distribution work, evaluating user data entry and distribution requests, and planning initial and continuation training. In a small agency, supervises a small data entry unit and coordinates the data processing work of the agency by submitting production jobs to operations for processing and assisting programmers in the development and modification of user programs; serves as a liaison between user personnel and data processing personnel in meeting the programming and operational needs of the agency; irregular work hours are required. Performs related work as required.

Distinguishing Characteristics
Supervises a discrete unit of data processing personnel. Authority to commit the agency to action is very limited and the assignment of duties is reactive to the solution of data problems and needs rather than proactive in planning and projecting the future data processing capabilities of the agency's centralized facility.

Examples of Work
 Supervises a computer operations unit of a major agency or
  coordinates data processing functions for a small agency; schedules jobs, runs reports, trains users in day-to-day operations; trouble-shoots operational problems.
 Schedules distribution jobs; allocates personnel and equipment resources to meet peak demands; determines job priorities.
 Supervises small user data entry staff and coordinates other user data processing needs with Support Services.
 Performs output audits to evaluate individual and group
 performance; evaluates equipment utilization data.
 Evaluates and resolves personnel and equipment problems; makes recommendations on acquisition of new equipment.
 Recommends personnel changes; counsels employees; directs initial and continuation training, instructs supervisors in operation of new equipment and implementation of new
 procedures.

Knowledge, Skills and Abilities
 Knowledge of data processing concepts and the use and
 limitations of data processing equipment.
 Knowledge of data entry standards and techniques.

DATA PROCESSING SUPERVISOR (CONT'D)

Knowledge, Skills and Abilities (cont'd)
 Knowledge of job submission requirements in a production-oriented computer operation unit.
 Knowledge of the operation of a production-oriented computer operations unit.
 Ability to plan and direct the work of others.
 Ability to establish and maintain effective working relationships with user and data processing personnel.

Minimum Qualifications
 TRAINING Graduation from an accredited four-year college or university.
 SUBSTITUTION Additional data processing or supervisory experience may substitute for the required training on a year-for-year basis. For promotional purposes, data
 processing experience may substitute for the required
 training on the basis of six months experience for one year of training.
 EXPERIENCE Two years of full-time or equivalent part-time paid data processing experience, including one year in a supervisory or lead worker capacity in data processing environment.

Established: 3/21/96
Effective: 7/16/96