DATA PROCESSING MANAGER
(Autonomous Agency)

NATURE OF WORK IN THIS CLASS:

Administers the systems analysis, programming and computer
operations and activities of an autonomous agency.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include
all the duties listed, nor do the examples cover all duties which
may be performed.)

Administers data processing activities pertaining to application
design, programming and system software.

Provides cost estimates information for computer services, recommends
for uses of data processing equipment; evaluates and analyzes equip-
ment requirements and capabilities.

Confers with management to define boundaries and priorities of
tentative projects to determine processing requirements to meet
current and future informational needs and to determine the
equipment capabilities necessary to meet these requirements.

Evaluates and analyzes documentation on each hardware and software;
prepares recommendations pertaining to software acquisition, training
requirement, hardware configuration and personnel.

Keeps abreast of current developments and changes in automatic data
processing functions.

Reviews system development outputs and discusses problems with
systems personnel.

Performs related duties as required.

KNOWLEDGE ABILITIES, AND SKILLS:

Knowledge of the functions and capabilities of data processing.

Knowledge of the principles, practices and techniques of computer
programming and systems analysis.

Knowledge of the principles and practices of management and the
administrative process.

Ability to administer electronic data processing systems and
activities.

Ability to evaluate systems and processes and recommend adapting
to cost savings electronic data processing techniques to improve

program effectiveness.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to interpret and apply pertinenet laws, regulations and other program guidelines.

Ability to prepare cost estimate information for computer services.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Skill in systems design and data processing.

MINIMUM EXPERIENCE AND TRAINING:

a) Four years of progressively responsible experience in computer systems programming and analysis work, two years of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in computer science, business administration, mathematics or related field; or

b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980

DAVID R. FLORES
Executive Director,
Civil Service Commission