STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	**CLASSIFICATION SERIES:** Data Systems Coordinator	**SERIES NO :** 1239S
	MAJOR AGENCIES: Secretary of State only	**EFFECTIVE DATE:**

SERIES PURPOSE:

The purpose of the data systems coordinator occupation is to coordinate & monitor office automation projects.

At the higher level, incumbents independently coordinate all office automation projects.

CLASS TITLE: **CLASS NUMBER:**
Data Systems Coordinator 2   12392S

EFFECTIVE DATE:
9-22-91

CLASS CONCEPT:
The advanced level class works under direction & requires thorough knowledge of electronic data processing/computer science & microcomputer, minicomputer &/or mainframe application programs in order independently coordinate all office automation projects for assigned agency.

CLASS TITLE: Data Systems Coordinator 2	CLASS NUMBER: 12392S	BARGAINING UNIT: EX

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED).
Leads team of lower-level data systems coordinators (i.e., provides work direction & training) in coordinating office automation projects or independently coordinates all office automation projects for assigned agency (e.g., implementation, development, installation &/or maintenance of computer hardware/software systems), develops &/or maintains difficult or complex microcomputer, minicomputer &/or mainframe applications & participates in hardware/software planning with management staff.

Oversees production of &/or produces computer reports; writes & updates user manuals; operates peripheral computer equipment (e.g., printers, modems, bursters) &/or backs up files on central processing unit; enters, edits, updates &/or verifies computer data; evaluates hardware/software needs & recommends purchase; coordinates acquisition activities; coordinates telephone network system activities; installs, configures & troubleshoots microcomputers.

Trains users in computer program &/or equipment use; conducts seminars &/or workshops; answers user inquiries & assists users in resolving problems; contacts &/or meets with vendors regarding hardware/software products or problems.

Major Worker Characteristics: Knowledge of employee training & development*; electronic data processing/computer science; microcomputer, minicomputer &/or mainframe application programs; computer hardware systems. Skill in operation of computer terminal & peripheral equipment (e.g., printers, modems, bursters). Ability to define problems, collect data, establish facts & draw valid conclusions; communicate orally & in writing with users regarding technical & non-technical matters; interpret variety of technical computer material; move hands/fingers easily to operate computer equipment.

(*)**Developed after employment**

Minimum Class Qualifications For Employment: 12 mos trg. or 12 mos. exp. in electronic data processing/computer science (i.e., excludes data entry & keypunch); 12 mos. trg. or 12 mos. exp. in computer hardware/software systems; 3 courses or 9 mos. exp. in microcomputer, minicomputer &/or mainframe application programs; 1 course or 3 mos. exp. in operation of computer terminal & peripheral equipment (e.g., printers, modems, bursters, disk & tape drives).

-Or equivalent of the Minimum Class Qualifications for Employment noted above.

Training and Development Required To Remain In the Classification After Employment:
Not applicable.

Unusual Working Conditions: Work involves operation of computer terminal for long periods of time; overtime may be required.