ADMINISTRATIVE SYSTEMS SUPERVISOR

KIND OF WORK

Professional electronic data processing work involving supervision and coordination of Human Resources Information Systems (HRIS) or Financial Accounting Information Systems.

NATURE AND PURPOSE

Under administrative direction, employees in this class direct electronic data processing efforts and supervise feasibility studies, system design, applications development, modification, maintenance and operation of automated transaction processing systems. This is a seasoned technical level position with proficiency gained through experience which is specialized in the information science field. A broad grasp of systems practices and precedents also involves a blend of some scientific theory and principles as applied to systems architecture. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Administers Human Resource Information Systems or Financial Accounting Information Systems so that the agencies benefit from efficient and effective automated systems by monitoring system production and performance.

Researches and evaluates new automation products for systems processes so that systems changes/enhancements improve system quality by defining user needs, preparing Request For Proposals and analyzing vendor responses.

Designs and directs feasibility studies, systems analysis, program testing and implementation so that system upgrades or enhancements are enacted using accepted change criteria by thorough planning and review of methodology.

Recommends purchase of system enhancements to management staff so that state of the art data equipment is utilized by preparing system design specifications.

Resolves user problems so that system efficiency is maintained by solving problems using established systems analysis techniques.

Implements system changes in proscribed systems procedure methodology so that service disruptions are minimized by designing systems specifications utilizing user input concerns.

Supervises EDP professional/technical staff and consultants so that all participants in system activity are productive and proficient by monitoring work performance and system production.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Systems analysis and design/enhancement methodology and techniques sufficient to develop new programming procedures.

Human Resources Information Systems including personnel/payroll, applicant processing, benefits payment and workers' compensation sufficient to design systems control and procedures, assure quality control and efficient operations.

Financial Accounting Systems and Generally Accepted Accounting Practices sufficient to design systems control and procedures, assure quality control and efficient operations.

Systems analysis as applied to limits and uses of programming for data processing applications.

Ability to:

Communicate difficult technical concepts orally and in writing sufficient to be clearly interpreted by a wide non-technical audience including users and agency management staff.

Analyze system capabilities and user needs sufficient to design and direct feasibility studies.

Analyze computer problems related to hardware and software and implement solutions.

Plan, lead and schedule major systems efforts and provide work direction and guidance to staff users and consultants.