

## DATA PROCESSING COORDINATOR

### KIND OF WORK

Advanced clerical electronic data processing work.

### NATURE AND PURPOSE

Under general supervision, prioritize, schedule, direct, coordinate, monitor and modify all phases of data transmission and storage (e.g., accepting, logging, loading, running, editing, documenting, filing, securing, etc.) to generate reports and retain information for internal and external use by a division within a state agency; performs related work as required.

This class differs from the EDP Operations Technician 3 because the EDP Operations Technician 3 is responsible for computer operations leadwork for a mainframe computer, which serves the automated processing needs of the entire agency rather than a division within the agency; the EDP Operations Technician class series is assigned to the Technical occupational category.

This class differs from the more general clerical series because it has specialized to such an extent in automated data processing that at least 90% of its time is devoted to this function, coordinating the use of computer hardware and software within the work group and between the work group and the EDP Management Information Office.

The level of a particular position in a classification series is based on a combination of factors not always presented in class specifications. Among these factors are the position's responsibilities within the overall program/operation and its relationship to others in a unit, department and/or state service as a whole.

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

Determines job priorities, coordinates, directs and monitors all phases of accepting, logging, preparation, and loading of data for the division so that the division's staff and others may fully utilize the data which has been collected by accepting source documents, by establishing data entry schedules, by monitoring all areas of preparation, by checking the validity of all data base loads/program runs, by resolving production problems involving invalid data or incomplete runs, by writing or editing the documentation of all work done by self or subordinates, by rearranging work flow in the event of any significant backlog of source documents.

Controls and writes the documentation procedures for the system to maintain concise production control and initiate or utilize efficient cost-effective data processing procedures by reloading data base when it becomes skewed or damaged, by running costly/lengthy programs and jobs in the most efficient manner available, by keeping accurate and complete documentation of project and system status, by being constantly aware of the status of all ongoing projects which are assigned to division staff.

Classifies, catalogues and releases media such as tapes, disks, cards and cassettes to maintain a divisional library of media by inspecting, storing and retrieving them according to a standardized system.

Directs the production of computer-generated reports and assists in the design of new projects to maintain and improve information sources for the division by accessing information and compiling reports using a variety of fourth-generation software (e.g., Informix, MultiMate, Xenix, MultiPlan, Mapper, etc.); by altering existing programs as needed in the appropriate language; by developing data bases and preparing screens for input; by advising other division staff in the design of source documents; by accurately estimating the amount of time needed to complete the data entry for special projects.

Operates or directs the operation of computers of limited capability (e.g., mini/micro and older generation computers) to generate reports, charts, graphs, etc., by entering, maintaining, manipulating, retrieving data with user-friendly software.

Operates or directs the operation of peripheral equipment designed for computer applications (e.g., printers, tape units or drives, disk units or drives, optical scanners, etc.) to support digital computer operations by loading programs, mounting forms/paper in the printer, by setting and adjusting equipment controls that regulate the job runs.

Trains incoming divisional staff on the use of computer hardware and software available so that new staff will have the capability of utilizing the available data bases by setting up a standardized training program using current computer capability; by providing new personnel with access to users' manuals which explain the computers and software.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

The methods and procedures used in data preparation and data entry sufficient to transmit data into a form suitable for computer processing.

Operation of data entry and data processing equipment (e.g., mini/micro computers, computer peripheral equipment) sufficient to set guides and controls to prepare, load and activate equipment.

Fourth-generation software and mini/micro computer operating systems sufficient to enter, manipulate, store and retrieve data according to prescribed formats and procedures.

Input/output functions and procedures sufficient to maintain efficient workflow.

Methods and procedures used in maintaining a library of computer media sufficient to categorize, store, release, clean or perform minor repairs on computer media (e.g., tapes, disks, cassettes).

Ability to:

Detect hardware and software malfunctions through observation of error lights, machine stoppage, error messages, or faulty output and to diagnose minor hardware or software problems sufficient to correct failure errors and to resume operation according to predetermined instructions.

Understand and follow written and oral instructions and procedures as applied to computer operations and data processing sufficient to complete the documentation in storage of data.

Communicate verbally and in writing sufficient to train and assign work to division staff and to draft and edit procedure manuals and work instructions.

Est.: 7/81  
Rev.: 3/88  
Ckd.: 10/91

T.C.: 11/17  
Former Title(s): Data Processing Coordinator 1