

CLASS TITLE:

**ASSISTANT DIRECTOR FOR
INFORMATION PROCESSING
(DLT)**

Class Code: 02704500

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for organizing, planning, directing and evaluating statewide electronic data processing activities within the Department of Labor and Training; and to do related work as required.

SUPERVISION RECEIVED: Works under general direction with wide latitude to exercise initiative and independent judgement; work is subject to review through conferences and submitted reports to ensure that results obtained conform to established policies, regulations and pertinent laws.

SUPERVISION EXERCISED: Plans, organizes, directs and reviews the work of professional, technical and clerical staff engaged in providing central and statewide departmental computer systems and services.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for providing efficient and secure computer systems to meet the department's needs at its central site and statewide field offices.

To be responsible for the development and training of data processing staff.

To prepare reports on data processing development projects, resource utilization and production performance.

To be responsible for projecting data processing requirements with associated costs.

To be responsible for measuring the performance of personnel, equipment and systems.

To be responsible for evaluating technical development in relation to departmental plans and objectives.

To plan management education sessions involving systems and data processing concepts.

To be responsible for analyzing resource utilization and for initiating plans for improvements.

To assess proposed systems and recommend appropriate action.

To review requests for data processing services.

To identify the impact on current and planned resources.

To develop plans for data processing activity.

To devise, promulgate and enforce data processing standards.

To be responsible for procuring data processing consultant services and equipment.

To keep abreast of systems development in similar out-of-state agencies to ensure effective and economic utilization of mutually beneficial systems.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of computer hardware and software; a thorough knowledge of computerized management information systems; a thorough knowledge of computer systems networking; a thorough knowledge of modern management principles and methods; a thorough knowledge of computer programming; the ability to plan, direct and review the work of a staff engaged in providing computer services and related activities; the ability to prepare reports, studies and analyses relating to activities; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in public or business administration supplemented by advanced courses in computer science; and

Experience: Such as may have been gained through: employment in a supervisory capacity responsible for the development and maintenance of a computer system which services a large public or private organization including satellite locations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 25, 1991

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