

TITLE OF GROUP OF CLASSES:

DEPUTY INFORMATION PROCESSING OFFICER

TITLE OF CLASSES IN GROUP

**CENTRAL COMPUTER CENTER
PROGRAMMING/TECHNICAL SUPPORT**

Class Code:

02705801

02705802

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, coordinate, direct and review the work of a staff engaged in operating the Central Computer Center or performing programming/technical support functions in major automated systems within state government; to represent the Information Processing Officer at meetings and planning sessions; and to related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of the Information Processing Officer with wide latitude for the exercise of initiative and independent judgement.

SUPERVISION EXERCISED: Plans, coordinates, directs and reviews the work of programming and technical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, coordinate, direct and review the work of a staff engaged in operating the Central Computer Center or performing programming/technical support functions in major automated systems within state government.

To be responsible for developing recommendations for state agencies as to the most effective techniques in media processing.

To utilize central data processing staff, agency planners, vendors, and other resources in order to ascertain the optimum media processing methodology for various projects.

To be responsible for developing large statewide databases, establishing criteria and a request system, and making recommendations as to approving or rejecting proposals for modifications or additions to the database package.

To ensure proper development, implementation, and control in conformity to established criteria for security standards and privacy requirements.

To maintain an awareness of parallel informational systems development for the effective and economic utilization of mutually beneficial systems.

To assist in the procurement of information oriented contractual services and of automated informational processing hardware and software.

To represent the Information Processing Officer at meetings and planning sessions and assist in the development of long range plans.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques required in assessing the feasibility, applicability, necessity, goals and cost of data processing systems; a thorough knowledge of applications and/or systems programming in an assigned specialty area; a thorough knowledge of relational database principles, practices and techniques; a thorough knowledge of operating systems utilized within an assigned specialty area; a thorough knowledge of the principles, practices and techniques required in systems, network, and/or telecommunications

management; a thorough knowledge of modern management principles and methods; the ability to plan, direct and review the work of a staff engaged in operating the Central Computer Center or in assisting state agencies to utilize data processing and data communications systems; the ability to prepare and submit reports; the ability to relate effectively with superiors, subordinates, departmental personnel, vendors and service providers; the ability to develop training programs for subordinate staff and user agencies; the ability to assist in the general administration of the various functions within the agency; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a degree in Computer Science including or supplemented by completion of courses relating to the pertinent technical/programming specialties; and

Experience: Such as may have been gained through: employment in a management capacity in applications programming or technical support

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

Class Created: July 25, 1993

Editorial Review: January 29, 2009