

**CLASS TITLE: INFORMATION SYSTEMS GROUP
COORDINATION (OIP)**

**Class Code: 02792900
Pay Grade: 38A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, evaluate and direct the implementation of automated systems of a broad and widely diffused nature among agencies and departments of state government; to act in an advisory capacity with user agencies; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with considerable latitude for the exercise of independent judgement and the application of systems development techniques; work is usually reviewed upon completion for results obtained and conformance with departmental policies and objectives.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of a technical and clerical staff engaged in systems development activities.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, evaluate and direct the implementation of automated systems of a broad and widely diffused nature among agencies and departments of state government such as the administrative or human resources fields.

To act in an advisory capacity with user agencies.

To direct system development and modification activities including system analysis, systems design, and programming.

To effectively utilize systems development resources in meeting the information systems goals and plans of the organization.

To coordinate the planning, testing and operation phases of automated systems; to oversee the operation of entrusted automated systems assuring timeliness and accuracy of products.

To recommend and implement modifications of systems through revisions to methods of operations with equipment, computer programs and personnel to meet economy of systems objectives.

To promote the use of the computer by identifying new and potential users and application areas; to determine the scope of new applications; to establish schedules and priorities for systems development projects and support services; to assist in coordinating productions schedules.

To evaluate applications software.

To develop, disseminate and ensure adherence to systems design and programming standards; to advise and make recommendations to superior on matters relating to systems development.

To coordinate the development of documentation according to established standards.

To establish and maintain formal and informal training programs for staff development.

To deal directly with contractual providers of data processing and related services; to make recommendations.

To review and evaluate cost to benefit of systems processing and recommend methodology of process.

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 the capabilities, programming techniques and intricacies of automated systems and peripheral equipment; a thorough knowledge of modern management principles and practices; the ability to apply such knowledge, principles, practices and methods; the ability to plan, organize and supervise the work of a technical and clerical staff engaged in the conversion of departmental procedures, problems and data to automatic data processing; the ability to communicate effectively with subordinates, superiors and departmental personnel; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing including or supplemented by successful completion of advanced courses in computer science; and

Experience: Such as may have been gained through: considerable employment in a highly responsible position planning, coordinating, supervising and reviewing the work of a technical staff engaged in systems/programming functions.

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

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