

CLASS TITLE: SYSTEMS ADMINISTRATOR (BHDDH)

Class Code: 02796600
Pay Grade: 39A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH), to be responsible for planning, managing, organizing, coordinating, reviewing and directing management, communications, planning and research technologies and information systems; and to do related work as required.

SUPERVISION RECEIVED: Works under the general administrative direction of the Chief of Staff, Office of the Director with wide latitude to exercise extensive independent judgement and initiative; work is subject to review through conferences and reports for conformance to established policies and provisions of law, rules and regulations, and conformance with the mission of the department.

SUPERVISION EXERCISED: Plans, coordinates and evaluates the work of professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH), to be responsible for planning, managing, organizing, coordinating, reviewing and directing management, communications, planning and research technologies and information systems.

To be responsible for the development, coordination and operation of the Department's Information Systems.

To coordinate the integration of the Department's Information Systems operation with other agencies so as to enhance department operations.

To coordinate and direct the establishment and maintenance of a Departmental Information System for the purpose of; identification of trends in expenditures and cost allocations; conducting cost benefit analyses; studying trends and projecting needs for various client populations and related purposes.

To respond to needs for outcome and performance data as required by the department and external authorities.

To develop and maintain automated record systems through the use of appropriate mainframe or other applications.

To develop clear and effective written and verbal administrative and analytical reports.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of management systems, procedures and structures and of current organizational and technological communications, information management and decision making alternatives; a thorough knowledge of the principles, procedures, technology, design, application and management of information systems including mainframe, mini and personnel computer systems; a working knowledge of the application of software packages, relevant languages, etc.; the ability to create research designs and conduct data analyses for the purpose of needs assessment, quality control, program design and policy development; the ability to develop and evaluate technical reports relating to operational effectiveness and related topics; the ability to write clearly and analytically and to make effective oral presentations; the ability to coordinate and supervise the activities of professional; technical and clerical persons; the ability to establish and maintain effective working relationships with superiors, subordinates, associates and the public; 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 Master's Degree in Computer Science, Public Administration, Evaluation Research, Social Policy or related area; and

Experience: Such as may have been gained through: development of information system design and operation, program design and supervision, research design and implementation and quality control techniques and principles.

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

Class Created: February 1, 1998

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