



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Codes: 0151
0152
0153
0154

DATA PROCESSING COORDINATOR

SCOPE OF WORK:

Performs duties involving the implementation and support of data processing activities within a state agency including determination for data processing needs, installation, modification, and maintenance of software and data processing equipment, and providing training for the effective use of software and equipment.

DUTIES PERFORMED AT ALL LEVELS:

- Determine the data processing needs of the work unit(s); determine appropriate type and configuration of equipment needed; conduct research to determine cost and source of supply; prepare alternative solutions for consideration by management.
- Coordinate agency data processing requirements with Information Services Division to ensure appropriateness and compatibility with existing systems.
- Install software and data processing equipment; perform updates and modifications; perform periodic maintenance and cleaning of equipment and adjacent areas.
- Perform adaptation for specific applications of software to meet the needs of the agency using standard personal computer programming languages designed for software users; set up mainframe database input and retrieval procedures using Information Services Division approved access languages and guidelines.
- Provide initial and on-going training of agency personnel in the use of data processing equipment and software.
- Resolve routine problems with operation of software or equipment; identify recurring problems; contact service personnel as needed for resolving major problems.
- Maintain inventory of data processing equipment.
- Maintain records of software and equipment usage, registration, licenses, backup copies, etc.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

DATA PROCESSING COORDINATOR I

0151

GRADE H

LEVEL DEFINITION:

Individuals at this level perform duties for a small division or department within an agency. Duties will involve relatively standard procedures and may require some adaptation of software with a limited use of the software related programming tools such as dBase language, Word Basic, Excel Basic, Natural, and similar programming tools which are generally provided with the software package.

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ND Class Specification
Data Processing Coordinator

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Perform programming duties using software specific languages designed for use by personal computer users.
- Utilize standard tools for monitoring usage and efficiency of equipment and software such as that used in network and other multi-user configurations.

MINIMUM QUALIFICATIONS:

Requires three years of work experience in duties involving the installation, modification, and maintenance of data processing software and equipment. College level course work in a data processing related degree program may be substituted for the required work experience on a year for year basis. The hiring authority at the time of recruitment may specify a requirement for experience in one or more softwares, programming tools, equipment, etc.

DATA PROCESSING COORDINATOR II

0152

GRADE I

LEVEL DEFINITION:

Individuals at this level perform duties for a number of small divisions or departments within an agency. Duties will involve relatively standard procedures and may require more extensive adaptation of software with using the software related programming tools such as dBase language, Word Basic, Excel Basic, Natural, and similar programming tools which are generally provided with the software package. At this level the complexity of work increases generally because of the greater variety of equipment and or a larger base of user stations which may involve networking and connectivity via telecommunications systems.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Provide significant input to overall agency plans for short and long term data processing equipment needs.
- Develop comprehensive computer applications to meet specific needs of the agency utilizing a variety of software specific programming tools.
- Serve as a lead worker or team leader in coordinating the usage of a large computer application.

MINIMUM QUALIFICATIONS:

Requires five years of work experience in duties involving the installation, modification, and maintenance of data processing software and equipment. College level course work in a data processing related degree program may be substituted for the required work experience on a year for year basis. The hiring authority at the time of recruitment may specify a requirement for experience in one or more softwares, programming tools, equipment, etc.

DATA PROCESSING COORDINATOR III

0153

GRADE K

LEVEL DEFINITION:

Individuals at this level perform duties in support of a number of small divisions or departments within an agency or in support of a large agency. Duties will involve relatively complex procedures and may require more extensive adaptation of software using the software related programming tools such as dBase language, Word Basic, Excel Basic, Natural, and similar programming tools which are generally provided with the software package. At this level the complexity of work increases generally because of the greater variety of equipment and or a larger base of user stations which may involve networking and connectivity via telecommunications systems, multiple platforms, a large variety of system components, etc.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Plan and develop specific applications of standard software using one or more software-specific programming/development tools.
- May provide supervision of one or more individuals including professional and support staff.
- Provide significant input to agency data processing, planning, and budgeting.
- Provide significant input to the development and implementation of policy and procedures relating to the data processing function.
- Plan, develop, and implement a formal training program in the use of data processing equipment and data resources.

MINIMUM QUALIFICATIONS:

Requires seven years of work experience in duties involving the installation, modification, and maintenance of data processing software and equipment. College level course work in a data processing related degree program may be substituted for the required work experience on a year for year basis. Note: The hiring authority at the time of recruitment may specify a requirement for experience in one or more softwares, programming tools, equipment, etc.

DATA PROCESSING COORDINATOR IV

0154

GRADE L

LEVEL DEFINITION:

Individuals at this level direct the activities relating to all or a large section of an agency's data processing function. Duties also involve providing guidance in the procurement, integration, and maintenance of complex data processing systems. Alternatively, individuals may serve in a staff advisory position and provide guidance and expertise in developing, coordinating, and maintaining data processing needs for one or more complex statewide data processing applications.

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ND Class Specification
Data Processing Coordinator

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Provide direct supervision or serve in a consultative role to executive level management and professional staff.
- Direct the development of plans for the data processing needs of a large agency or major programs operating on a statewide basis.
- Develop and control a major data processing budget.
- Provide for training and development programs for professional data processing staff.
- Participate in development and design of systems involving a large user base and/or highly complex data processing requirements.

MINIMUM QUALIFICATIONS:

Requires nine years of work experience in duties involving the installation, modification, and maintenance of data processing software and equipment and including significant involvement in the planning, design, and development of major system configurations. College level course work in a data processing related degree program may be substituted for the required work experience on a year for year basis. Note: The hiring authority at the time of recruitment may specify a requirement for experience in one or more softwares, programming tools, equipment, etc.

Eff. Date: 4/79.

Rev: 10/95 - Updated format.

Rev: 7/12 – Conversion to Hay System