

**DEPARTMENT OF EDUCATION  
STATE OF HAWAII**

**DATA PROCESSING SPECIALIST II, EO-07**

**DUTIES SUMMARY:**

Has immediate responsibility for providing computer programming, systems analysis, establishing and maintaining computerized data files, participating in planning and analysis of information science activities; and performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

This class differs from the Data Processing Specialist I in that the Data Processing Specialist II performs the full range of responsibilities including the most difficult and complex assignments under the general administrative/technical supervision of a Director; whereas the Data Processing Specialist I performs simple to complex assignments usually under the supervision of a Data Processing Specialist II.

Positions in this class are afforded some independence in carrying out ongoing programs and may supervise lower level professional, technical and clerical personnel. Special assignments at this level are usually given with a statement of objectives, limits of the assignments, suggested overall plan of work, and nature of results expected, with some independence in determining criteria and techniques to be applied. Completed work is reviewed for overall technical adequacy and conformance with the objectives of the assignment.

**EXAMPLES OF DUTIES:**

1. Assists in the development of planning documents.
2. Participates in analytic studies.
3. Participates in task forces on educational information systems.
4. Interviews, consults and recommends with user agencies and affected personnel.
5. Performs management and operational analysis and designs to translate user requirements to computer programs.
6. Researches and develops computer assisted instructional technology.
7. Develops telecommunication standards and systems network architecture.
8. Conducts user training sessions.
9. Writes user/operator operations and systems manuals.
10. Writes computer instructions from detailed programming specifications.

**MINIMUM QUALIFICATION REQUIREMENTS (MQRs):**

**Training and Experience:** Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, educational administration, engineering, mathematics, economics, information sciences, or related fields and six years of progressively

Data Processing Specialist II, Class code: 56406

responsible job-related professional experience in the specialized area of responsibility or closely-related fields.

**Knowledge of:** Principles, theories, and practices of information sciences, project management techniques, supervision, educational organization and accounting; principles and practices of public relations and budget preparation.

**Ability to:** Plan, organize, and control a large segment of DOE data processing activities, including systems analysis, programming and computer operations; develop and train professional/technical data processing staff; deal tactfully and effectively with others; communicate clearly and effectively, both orally and in writing; analyze programs; and present and explain budgets to public officials and others.