

**DEPARTMENT OF EDUCATION  
STATE OF HAWAII**

**DATA PROCESSING SPECIALIST III, EO-08**

**DUTIES SUMMARY:**

Has program responsibility for providing statewide specialized services within the field of data processing services in the Department of Education, including supervision of a staff of professional and clerical personnel; and performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

This class differs from the Data Processing Specialist II in that the Data Processing Specialist III has program responsibility in providing statewide specialized services within the field of data processing including supervision of a staff of professional and clerical personnel in the Department of Education; whereas the Data Processing Specialist II performs the full range of the most difficult and complex assignments in computer programming and systems analysis, and may supervise a staff of professional and clerical personnel under the general administrative/technical supervision of the Data Processing Specialist III.

Positions in this class are afforded independence in supervising ongoing and established programs and activities. Controls imposed are generally in the form of general directions as to activities, policies, and deadlines. In accomplishing special projects or in solving major problems, greater controls are typically imposed in the form of prescribed scope of project, results desired, and time limitations for project completion.

**EXAMPLES OF DUTIES:**

1. Plans, organizes, coordinates and directs the activities of data control and operations in assigned program areas within the Department of Education and with the Department of Budget and Finance.
2. Manages the operation of the Department's computer facility, and develops and enforces procedures on security for the facility.
3. Develops general program plans from which staff assignments are made.
4. Provides technical and consultative services on information systems planning and design to state, district and school officials.
5. Participates as a working member or resource person in ad hoc committees and task forces related to or dealing with major information systems problems, issues or concerns.
6. Conducts special studies and tests on information systems and technology, makes recommendations and prepares and submits reports to the Director as required.
7. Participates in the collective bargaining process by researching, collecting, and preparing necessary data and reports.

**MINIMUM QUALIFICATION REQUIREMENTS (MQRs):**

**Education:** Graduation from an accredited college or university with a bachelor's degree in information and computer sciences or business administration with specialization in management information systems.

**Experience:** Seven (7) years of responsible professional work experience in electronic data processing systems analysis, LAN infrastructure (application, development, maintenance), and/or computer programming, of which three (3) years shall have been in an education agency, program or system.

**Combined Education and Experience:** An equivalent combination of education and experience may be acceptable, as determined by the Department. Substitutions can be considered for the requirement of experience in an education program, agency or system.

**Knowledge:** Computer and data systems; computer programming; electronic data processing and retrieval; information systems in organizations; database systems; statistical data analysis; information systems analysis and design; working knowledge of Local Area Networks infrastructures, firewalls and related software/spyware for local and wide area network applications; laws, rules, regulations and administrative procedures pertinent to the area or areas of assignment.

**Skills/Abilities:** Perform the full range of information systems services in the area or areas of assignment; communicate effectively with others both orally and in writing; operate a wide range of computer systems, applications and other machines; maintain awareness of current and future developments in information technology system services.