

**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):

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in information and computer sciences, or a bachelor's degree in business administration with specialization in management information systems, and eight years of responsible professional work experience in electronic data processing systems analysis and/or computer programming of which two (2) years shall have been in an education agency, program or system; or any equivalent combination of training and experience which provides the following knowledges, abilities and skills:

Knowledge of: Computer and data systems; computer programming, electronic data processing; information systems in organizations; database systems; statistical data analysis; information systems analysis and design; laws, rules, regulations and administrative procedures pertinent to the area of areas of assignment; principles and practices of supervision.

Ability to: Plan, organize, and oversee work in performing systems analysis, programming and computer operations; communicate effectively with others both orally and in writing; coordinate operations with central agency and other departmental business management functions and district and school operations; operate computer and other office machines.