

**Franklin County Board of Commissioners
Classification Specification & Job Description**

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| <u>CLASSIFICATION TITLE:</u> Data Systems Supervisor | <u>CLASS NUMBER:</u> 80013 | <u>FLSA:</u> Exempt |
| <u>AGENCY/DIVISION:</u> Child Support Enforcement Agency | <u>JOB TYPE:</u> Full Time, Classified | <u>PROBATION PERIOD:</u> 180 |
| <u>BARGAINING UNIT:</u> Non Bargaining | <u>PAY GRADE:</u> N20 | <u>POSITION CONTROL #:</u> 081006 |
| <u>POSITION LOCATION:</u> 80 E. Fulton Street, Columbus, Ohio 43215 | <u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM | <u>SUPERVISOR (PCN):</u> Director (081000) |
| <u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> N/A | | |

CLASSIFICATION PURPOSE:

The primary purpose of the Data Systems Supervisor classification is to manage the database servers and oversee the data system team and database administration team.

JOB DUTIES:

The working title of this position is Process Improvement and Compliance Manager. This is a management level position to oversee the continuing expansion of document imaging; automated work flow and business process management and reporting. Ensures the Agency’s continuing compliance with system security regulations and the business process regulations that govern how the Agency meets its requirements under State and Federal regulations. Consolidates supervision of IT consultants under one person with both the Agency knowledge and IT knowledge to determine how to best utilize those resources.

Creates and oversees flexible teams needed to develop and implement ideas for continued expansion of technology solutions and integration of new technology as it becomes available. CSEA envisions that the teams will always include someone responsible for network connectivity, a solution engineer (internal or external), the affected operating manager(s) and the Management Analyst 2. Each of these flexible teams would be convened and overseen by the Process Improvement and Compliance Manager.

A management level employee who can communicate in the technical language common to the Data Center and their partners would create greater efficiencies in planning and implementation of technology solutions for both Agencies. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervision; human relations; agency policies and procedures; electronic data processing. Skill in word processing; equipment operations. Ability to define problems, collect data, establish facts and draw valid conclusions; understand manuals and verbal instructions, technical in nature; cooperate with co-workers on group projects.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor’s degree in computer science, business, or related field with five (5) years application and database development experience; or any equivalent combination of training and experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

Ability to manage, assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend and approve the transfer, promotion, or salary increase of other employees.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date