

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

<u>CLASSIFICATION TITLE:</u> Data Systems Supervisor	<u>CLASS NUMBER:</u> 80013	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<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> 100860
<u>POSITION LOCATION:</u> 1721 Northland Park Ave., Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy Director, IT (100800)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		
Systems Analyst (100861, 100862) Programmer/Analyst 5 (100867, 100868) Programmer/Analyst 3 (100865)		

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:

Responsible for the performance and integrity of all internal FCDJFS applications utilizing .NET development environment with an emphasis on web development and SQL Server Reporting Services. Analyze business process and translate into programming requirements. Supervise, interact, evaluate and coach staff during day-to-day operations that include software development, database tuning and programming, complex reporting, screen scraping, data analysis and documentation according to Agile programming practices. Provide leadership and guidance to team members, host daily team meetings and assist in prioritizing workloads.

Responsible for developing and implementing efficient change control processes for the development team to follow. Responsible for the integrity, maintenance and changes to the application development servers and databases. Responsible for the complete development lifecycle of the agency software systems, including gathering requirements, database management, software development, testing, implementation, user follow up, support and project management. Identify the needs of users and monitors the user access and security, monitor performance, maintain data standards, including the adherence to established security standards. Write database documentation, including data standards, procedures and definitions.

Administer, maintain, develop and implement policies and procedures for ensuring the security and integrity of agency applications. Responsible for capacity planning of existing requirements and plans for future needs. Manage data exchanges with county and state hosts as well as internal systems. Work closely with non-technical staff, project managers, database programmers and developers. Communicate regularly with technical and security staff to ensure system integrity and security. 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:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in computer science, business, or related field with five (5) years application and database development 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