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):

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: Six (6) 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.

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; laws, rules, regulations and administrative procedures pertinent to the area(s) of assignment.

Skills/Abilities: Perform the full range of information systems services in the area(s) 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.