

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**DATA SYSTEMS MANAGER**

**Position Code: K2970**

**DISTINGUISHING FEATURES OF THE CLASS**

Under administrative direction, plans, directs, coordinates and evaluates the activities of a professional and/or technical staff engaged in a sophisticated data systems function; acts as first-line manager for a section within the Data Processing Division.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Plans, directs, coordinates and evaluates a group of data analysts, programmers and support staff engaged in the analysis, development and implementation of new or revised data processing systems.
2. Plans, directs, coordinates and evaluates a group of technical staff engaged in data processing operations such as production assurance, computer hardware operations, data entry, or software systems or an equivalent function.
3. Implements and monitors sophisticated procedures and controls to ensure compliance with project schedules, cost estimates, or legislative, policy or procedural changes impacting the area of responsibility; coordinates the data processing function with system users to enhance optimum outputs and services.
4. Implements and directs scientific methods, models, feasibility studies and plans to solve operations and systems problems; develops and directs methods for the mass processing of data and for the translation of data into information through operational or systems and programming functions.
5. Keeps abreast of and implements technological advances in the area of responsibility for the benefit of the function.
6. Coordinates the assigned function with other operational areas; reviews project requests to determine priority; meets with data processing managers and technicians on policy and procedure changes, hardware or software changes or other technical changes or problems.
7. Performs other duties as required or assigned.

## **DATA SYSTEMS MANAGER (Continued)**

### **REQUIREMENTS:**

#### **Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in mathematics, statistics, or computer science and four years of progressively responsible professional experience in systems analysis, operations, software or a related data processing function.

#### **Knowledge, Skills and Abilities**

Requires extensive knowledge in computer hardware, software, communications or applications.  
Requires extensive knowledge of data systems applied research procedures and systems modeling.  
Requires working knowledge of management principles and practices.  
Requires ability to develop and manage a sophisticated function of a management information system.  
Requires ability to conduct subsystem assurances.  
Requires ability to resolve management problems through computer applications.  
Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission - July 19, 2006

Effective - July 19, 2006

### **EXAMINATION INFORMATION**

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year