DATA PROCESSING CONTROL SUPERVISOR

Code No.: 3-18-094
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position involving responsibility for planning, supervising, scheduling and analyzing the control procedures of data input and data output being processed by the Data Processing Department. The work is carried out in accordance with established procedures and involves the revision and implementation of control procedures and techniques in order to achieve a more efficient data processing operation. This employee works under general supervision from, and reports directly to, the Supervisor of Data Preparation and Control. General supervision is exercised over Input Clerks and Control Clerks. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Supervise and coordinates the receipt and distribution of source data input, processed data output and associated reports; controlling and authorizing release and distribution of those reports.

Establish and maintain cumulative controls where required;

Schedules and controls the preparation of all job tickets and special request, gathering the data required to be submitted for processing controlling both the data and flow of data through Data Processing;

Establishes departmental procedures regarding Data Control;

Establishes standards for Data Control personnel performance;

Coordinates with user department regarding production systems scheduling and rescheduling;

Develops and establishes control requirements on all data being submitted for computer processing;

Develops and establishes control points and procedures to insure the accuracy of all reporting systems being run through computer operations;

Evaluates present systems controls and reconciliation procedures making changes where required;

Develops and establishes written Job Instructions for Data Control Personnel;

Trouble shoots all system problems relating to Data Control.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL
CHARACTERISTICS: Thorough knowledge of data processing equipment capability and capacity; thorough knowledge of data control procedures and techniques; good knowledge of flow

charts, and procedural write ups; ability and willingness to operate under constantly changing applications and procedures; ability to explain the technical aspects of data processing to people who lack technical knowledge; supervisory ability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

(A)   Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree in Data Processing and two (2) years of experience as a Senior Control Clerk, Senior Computer Operator, or Computer Operator; OR,

(B)   Graduation for high school or possession of a high school equivalency diploma plus five (5) years of experience as a Senior Control Clerk, Senior Computer Operator, or Computer Operator; OR,

(C)   An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: October 3, 1974
REVISED: April 27, 1979