

Data Processing Manager Series

California State Personnel Board Specification

Series established June 6, 1968

Scope

This series specification describes four levels used throughout State service in the management and planning of data processing systems development, ongoing applications processing, and all phases of the operation of a computer installation. Incumbents in this series typically have an EDP background and demonstrate strong analytical and communication skills, managerial abilities and possess personal qualifications necessary to succeed in managing data processing activities and personnel. They typically prepare budget estimates for their units; plan and schedule EDP workload; staff to achieve goals; coordinate between users and EDP specialists; monitor and control projects in accordance with established plans; and do other related work. At the higher levels within a departmental or agency setting, a Data Processing Manager establishes planning processes to ensure the most effective use of data processing.

Schem Code	Class Code	Class
LK31	1381	Data Processing Manager I
LK21	1384	Data Processing Manager II
LK15	1393	Data Processing Manager III
LK11	1387	Data Processing Manager IV

Data Processing Manager Series Specification - Class Titles and Codes

Entry Levels

Entry into the series is typically from the EDP Associate levels.

Factors Affecting Position Allocation

Scope of administrative responsibility, complexity of assigned work, reporting relationship, size of the EDP organization, and impact of decisions.

Definition of Levels

Data Processing Manager I

This is the first full management level responsible for planning, organizing, coordinating and reviewing the activities of a data processing staff through subordinate supervisors or may (1) direct all activities in a small EDP organization with responsibility for any combination of analysis, programming, processing, computer operation, and related functions, or (2) direct a group of data processing analysts at the journeyman level.

Data Processing Manager II

This is the second level of management in a medium to large EDP organization requiring subordinate managers at the Data Processing Manager I level with responsibility for analysis, programming, processing, computer operations or other related EDP functions or may (1) direct a large unit of analysts or programmers,

or (2) direct a combination of EDP functions representing an equivalent level of responsibility, or (3) direct all activities of a small, complex EDP organization, or (4) direct the computer operations of a large to very large EDP organization serving multiple departments.

Data Processing Manager III

The incumbent has full management responsibility for a medium size EDP organization or directs a major data processing function or functions in a large, complex EDP organization requiring subordinate managers at the Data Processing Manager II level or may (1) direct and coordinate a highly complex project which impacts on multiple departments, or (2) direct a program involving the development and administration of servicewide EDP plans, policies, procedures, and standards, or (3) function as a project manager responsible for designing, configuring, and developing the most technically advanced business solution/EDP projects.

Data Processing Manager IV

The incumbent has full management responsibility for a large EDP organization requiring subordinate managers at the Data Processing Manager II and III levels or may (1) directly under the manager of one of the largest EDP organizations, manage a significant portion of the organization, or (2) direct a highly complex, interdepartmental project where the work is of the most critical and sensitive nature.

Minimum Qualifications

Data Processing Manager I

EITHER I

One year of experience in the California state service performing electronic data processing duties of a class with a level of responsibility equivalent to Information Systems Technician Supervisor II.

OR II

Four years of progressively responsible experience in EDP systems design, programming, or operations, at least two years of which shall have been in a supervisory assignment. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Information Systems Technician Supervisor II.)

Data Processing Manager II

EITHER I

One year of experience in the California state service performing electronic data processing duties of a class with a level of responsibility equivalent to Data Processing Manager I.

OR II

Five years of progressively responsible experience in EDP system design, programming, or operations, at least one year of which shall have been in a management assignment. (Experience in the California state service

applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager I.)

Data Processing Manager III

EITHER I

Two years of experience in the California state service performing electronic data processing duties in a class with a level of responsibility equivalent to Data Processing Manager I, at least one year of which shall have been in a management assignment.

OR II

Three years of experience directing all phases of the operation of a large electronic data processing installation. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager II.)

Data Processing Manager IV

EITHER I

Two years of experience in the California state service performing the duties of a Data Processing Manager II. (Persons who have completed two years of experience performing EDP duties of a class with a level of responsibility equivalent to Data Processing Manager II may substitute on a year-for-year basis up to two years of other managerial experience at the Data Processing Manager II level and may substitute up to one year of managerial experience at a lower level.)

OR II

Four years of experience directing all phases of the operation of a large electronic data processing installation. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager III.)

All Levels:

Education Experience:

The following educational background is required of all competitors who wish to be given credit for experience under the outside experience pattern for any level:

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Knowledge and Abilities

All Levels:

Knowledge of: Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation; employee supervision, training, development and personnel management; current computer industry technology and practices; principles of data processing systems design, programming, operations, and controls; State level policies and procedures relating to EDP; the department's goals and policies; department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Develop and evaluate alternatives, make decisions and take appropriate action; establish and maintain priorities; effectively develop and use resources; identify the need for and assure the establishment of appropriate administrative procedures; plan, coordinate and direct the activities of a data processing staff; make effective use of interdisciplinary teams; reason logically and creatively and use a variety of analytical techniques to resolve managerial problems; present ideas and information effectively, both orally and in writing; consult with and advise administrators and other interested parties on a variety of subject-matter areas, translating technical data processing terms into everyday language; gain and maintain the confidence and cooperation of others; and effectively contribute to the department's affirmative action objectives.

Data Processing Manager III

Data Processing Manager IV

Knowledge of: All of the above, and principles of the governmental functions and organizations at the State level, including the legislative process.

Special Personal Requirements

All Levels:

Demonstrated ability to act independently with flexibility and tact.

Additional Desirable Qualifications

All Levels:

In appraising the relative qualifications of candidates for all levels, consideration will be given to the extent and type of experience related to the electronic data processing functions listed in the "Scope" of this specification and to the extent and type of pertinent education beyond that required under "Minimum Qualifications". Preferred additional education includes courses in public administration.