

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

(06-16-89) **SENIOR DATA PROCESSING TECHNICIAN**
(Code 1139)

Summary of Duties: Performs the following duties within a centralized computer agency: Coordinates and controls computer processing of City information systems; coordinates, controls, and installs various office automation equipment and supportive software; analyzes requirements, establishes and maintains network communication links and various host-connected devices; operates and maintains tape and technical libraries; performs specialized and more difficult and/or technical analyses of services requested and coordinates the production processing; may operate on-line and stand alone terminals, office systems and off-line data processing equipment; and does related work. May supervise and coordinate the work of a group of employees engaged in such work.

Distinguishing Features: A Senior Data Processing Technician performs analysis of methods and procedures, develops and recommends improved methodology to increase productivity; performs highly technical duties to develop and maintain automated procedures using various supportive software utilized for production processing of the City's information systems; may act as a group supervisor with responsibility for reporting assigned functional activities to management.

Examples of Duties: A Senior Data Processing Technician:

- Coordinates with representatives of user departments and supervisors within the department and with department management;
- Provides guidance and assistance for large projects or for the more complex problem analyses to improve operational procedures and resolution of technical production processing problems;
- Participates in conferences relating to the implementation of proposed systems, modifications to existing systems, and proposed methods to resolve major processing problems;
- Determines operational resources requirements and methodologies for accomplishment of tasks, reviews processing methods and procedures for completeness and effectiveness of controls;
- Establishes priorities for jobs processing, analyzes processing problems of critical or complex systems, and resolves problem and/or coordinates resolution with supervisor;
- Performs one or more highly technical functions, such as maintaining physical and logical access authorization or acquisition/implementation tracking data bases using a specialized system, assists in various conversion programs utilizing new technology for productivity improvement, and develops statistical information for management;
- Prepares routine and special reports, provides the status and condition of technical processes to various levels of management within the department and user

- departments;
- Assists systems programming staff in the maintenance of more technically-oriented documentation;
 - Identifies and implements operational procedural improvements;
 - Develops and documents standards;
 - Monitors compliance;
 - Coordinates technical support activities with City personnel;
 - Assists in preparation of acquisition and implementation procedures and is involved in the acquisition/implementation process;
 - May supervise a group of Data Processing Technicians performing various functional assignments including assignment and monitoring of work assignments, training and performance appraisal.

QUALIFICATIONS: A Senior Data Processing Technician must have the following knowledges and abilities:

A knowledge of:

- Data processing terminology, symbols, and Job Control Language;
- Methods of establishing, controlling, and processing new and revised computer-based information systems;
- Organizational functions and operations of a centralized computer agency;
- Concepts, principles, capabilities and uses of computer-based information systems and data processing technology;
- Methods of processing, coordinating and/or controlling information using personal computers, department or mainframe systems;
- Theory and method of utilizing automated software to control and monitor production processing of computer-based information systems;
- Theory and method utilized to protect the information systems resources;
- New developments in computer methodology and technology;
- Principles and practices of supervision, including safety;
- City personnel rules, policies and procedures;
- Memoranda of understanding as they apply to subordinate personnel.

The ability to:

- Comprehend complex technical written and oral instructions;
- Perform complex technical work and work with others under pressure;
- Perform detailed analyses of processing problems of computer-based information systems and coordinate resolution;
- Deal tactfully and effectively with representative of user department and other sections of department;
- Prepare accurate and concise flow charts, forms, documentation, and procedural manuals related to computer-based information systems;
- Prepare and present oral and written status reports and recommendations concisely and logically to department management;
- Train and supervise subordinate employees in the objectives and techniques to support the operations of a centralized computer agency.

Persons with medical limitations may, with reasonable accommodations, be capable of

performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

Minimum Requirements:

Two years of full-time paid experience as a Data Processing Technician.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.