

DATA BASE COORDINATOR (Human Services)

DEFINITION

Under general direction responsible for planning, developing, implementing, maintaining and evaluating a Department's electronic data processing systems including their interfaces with State of Wisconsin systems, other County systems, users and the County's Information Management Division.

EXAMPLES OF DUTIES

Analyzes system needs by working with identified Department and other county and non-county agency staff to determine user needs and identify business functions/requirements for new systems or modifications to existing systems; developing business rules and event lists; defining data, process and flow of control; working with Programmer Analysts to verify system documentation including data flow diagrams, functional decomposition diagrams, context diagrams, and business rules; testing new applications to determine compliance with system specifications; retaining system documentation; designing, developing and implementing new applications as required; maintaining systems by running output reports and performing data queries as requested; maintaining and updating tables including data edit tables; running edit exception reports and data queries to determine data integrity; taking necessary corrective action including the preparation and submission of reports to document system problems, recommend solutions and request modifications to problematic systems; working with data entry personnel to identify purchase of service agency reporting problems and with contract managers to take corrective action as necessary, and keeping abreast of proposed changes to reporting and/or source documents and notifying the Data Systems Supervisor; at the discretion of the supervisor, serves as the local agency security officer for State and County administered systems; in conjunction with the supervisors, contract managers, staff development personnel and consultants, develops training programs, conducts training on new and existing applications for Department and other county and non-county agency staff and develops and maintains user manuals; designs and re-designs forms for data processing applications; at the discretion of the supervisor, participates in meetings with State Officials, Information Management staff, Department and other County and non-county user staff to resolve problems of mutual concern which may include compatibility of Department systems with State reporting requirements and systems; may install, remove and maintain computer hardware and software.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to an Associate Degree in Information Management and one year of professional experience working with and supporting standard commercial software. Additional credit will be awarded for systems analysis and design experience.

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Knowledge, Skills and Abilities: Knowledge of systems, analysis and design; knowledge of data processing concepts; knowledge of database principles and design; knowledge of data query principles and software; knowledge of computer hardware and software installation and maintenance; knowledge and substantial experience with microcomputer hardware and software operations and technology, especially MS office, database, and development tools; knowledge of large volume record keeping principles and practices; effective speaking, writing and interpersonal communications skills; knowledge of training principles and practices; ability to work effectively with a wide variety of individuals.

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