

GENERAL DESCRIPTION OF CLASS

The DATA PROCESSING INSTRUCTOR instructs experienced technicians such as programmers and analysts in how to design and code programs for specific software systems using standard mainframe, mini and microcomputer languages; instructs other nondata processing users of automation equipment and software in how to use data processing resources; and works in the statewide data processing training program.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

- 1. Development and Delivery of Training to Data Processing Professionals.** Typical tasks: designs, establishes, and maintains curricula for selected data processing classifications based upon the current skill levels of State data processing employees; reviews vendor offered data processing courses and materials; selects offerings for use in statewide training programs; conducts training sessions, and workshops for technicians such as programmers and analysts; and designs, develops, and teaches courses in computer operations, programming, and systems analysis.
- 2. Development and Delivery of Training to Nondata Processing Users of Automation Equipment and Software.** Typical tasks: designs, establishes and maintains curricula for nondata processing users of automation equipment and software based upon their current identified skill levels; reviews vendor offered courses and materials; selects offerings for use in statewide training programs; conduct training sessions for users to communicate the skills necessary to participate in the design and use of DP systems; conducts training sessions and workshops for nondata processing professionals; and designs, develops, and teaches courses in mini and microcomputer operations, software, programming, and systems analysis.
- 3. Evaluation of Training.** Typical tasks: evaluates the effectiveness of training through post-training evaluations completed by trainees; analyzes results of evaluation; prepares reports on effectiveness of training.
- 4. Miscellaneous.** Typical tasks: establishes and maintains a training records system which includes monitoring and recording the progress of students; and develops and delivers special data processing training projects.

RELATIONSHIPS WITH OTHERS

Employees in this class are in contact daily in-person, by telephone, or in writing with agency supervisors, managers, and staff to assess training needs, deliver training, discuss training evaluations and programs. They also meet in person and by telephone with counterparts inside and outside the State system to share ideas and discuss training resources and methodologies. They must train both data processing and nondata processing professionals and support staff.

SUPERVISION RECEIVED

Employees in this class receive general supervision from a unit supervisor or manager who assigns work verbally or in writing and reviews work with the employee at weekly meetings by discussing progress of projects, reviewing evaluations, and occasionally observing classroom delivery. In carrying out their duties, employees in this class follow State and agency regulations, policies, and procedures pertaining to fee structures and reimbursement for services.

GENERAL INFORMATION

Employees in this class must be willing to travel. They must be willing to lift and transport training equipment and move and rearrange classroom furniture.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Extensive knowledge of programming languages and systems analysis techniques.

General knowledge of training theory, methodologies, and teaching techniques, including the theory of adult learning.

General knowledge of the uses of operating and teleprocessing software systems.

Skill in identifying and designing new courses in data processing technology.

Skill in designing and applying training assessment and evaluation methods.

Skill in the use of problem-solving methods.

Skill in collecting and analyzing training related data.

Skill in identifying, acquiring, and educating State agencies on software technology.

Skill in organizing and completing special data processing training projects.

Skill in writing clear and concise reports regarding training needs assessment and evaluation.

Skill in the use of audiovisual and other training equipment.

Skill in the use of problem-solving methods.

Ability to teach adults in classroom and individual settings.

Ability to prepare instructional needs analysis.

Ability to maintain training record systems.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.