

GENERAL DESCRIPTION OF CLASS

The DATA RESOURCES MANAGER manages the data resources and data management software of a major data processing installation, typically supplying services to multiple agencies having a diverse sets of goals and objectives. The Data Resources Manager is responsible for integration and coordination of the data management environment, including diversified functions and activities (e.g., long and short range planning, software evaluation, procurement, and installation, development and enforcement of data management policy, standards, and procedures, consultation with management, technical and end user staff, design and implementation of comprehensive, integrated data bases), which involves participation as a member of the management team. All positions in this class are excluded from collective bargaining.

DISTINGUISHING FEATURES

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

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may be assigned all or some combination of the duties listed below as well as other related duties.

1. Department Level Data Management

Develops long and short range plans for delivery of data management services to computer center users. Determines budget requirements. Develops, implements, and maintains policies, standards and procedures controlling the use of data management software and of data resources within the organization. Coordinates enforcement of policies, standards, and procedures. Defines data management training requirements, develops training plan and coordinates delivery.

2. Software Management

Manages projects to research, evaluate, select and make major procurement decisions for data management software. Designs and develops interfaces between software components to insure maximum level of integration and functionality. Prepares cost benefit analysis, feasibility studies, and requests for proposals for data management software.

3. Shared Data Base Coordination

Consults with user groups, other data processing professionals and agency management to define the organization's data requirements. Studies feasibility of utilizing data base technology in new systems development and in conversion of existing systems. Coordinates logical data modeling and physical data base design, determines what data will be contained in data bases, how it will be organized, stored, and accessed. Negotiates data maintenance responsibilities for data bases shared across organizational boundaries. Designs, develops, and implements central repository of information concerning the organization's data.

4. Systems Development

Consults with end users and data processing staff regarding the correct choice of data base software tools. Reviews and evaluates logical and physical system design to ensure efficient, flexible, accurate, and maintainable data bases and systems. Assists users to solve problems. Creates test

and production data bases.

5. Information Resources

Create and execute standards and procedures for backup, reorganization, recovery, security, and performance. Authorize appropriate access to system resources and data bases.

6. Staff Management

Write position descriptions. Review applicant's credentials, interview and hire staff. Plan, assign and review work of subordinate staff. Evaluate employee performance, prepare performance appraisals and recommend salary adjustments. Assess training needs of staff and provide appropriate training. Resolve personnel problems, complaints, and formal grievances. Motivate, reward and discipline employees. Counsel employees in work related activities, personnel growth, and career development.

RELATIONSHIPS WITH OTHERS

The Data Resources Manager has regular in-person contact with computer center technical support personnel, Information Systems staff, and end users of supported agencies. There is regular in-person and telephone contact with upper level management of the employing and other State of Oregon agencies or departments, frequent in person, telephone, and written contact with other government entities, private corporations, and software supplier vendors, and occasional contact with Information Systems Planning & Review, Budget, and Legislative organizations.

SUPERVISION RECEIVED

The Data Resources Manager works under broad direction from top information processing management. Guidelines used include agency policies and procedures pertaining to the information processing section and the operating units it serves, State and Federal laws, administrative rules, personnel rules, and collective bargaining agreements.

SUPERVISION EXERCISED

The Data Resources Manager exercises direct and indirect supervision over lower level supervisors or managers and technical staff supporting the goals of the Information Systems organization.

GENERAL INFORMATION

The Data Resources Manager is responsible for a 24 hour, 7 day per week data processing operation with a critical impact on the organization's ability to deliver service to the public.

KNOWLEDGE AND SKILLS (KS)

Extensive knowledge of state-of-the-art theory, principles and technology in all phases of application systems development, project management, and information resource management fields of data processing.

Extensive knowledge of current data management software technology.

Extensive knowledge of Cost/Benefit Analysis techniques including applying them to alternative business solutions.

Extensive knowledge of the employing organization's business and service functions including a detailed knowledge of its current and future data requirements.

Extensive knowledge of data modeling and data base design theory and techniques.

General knowledge of State of Oregon procurement procedures.

General knowledge in the use of the organizations chosen programming language(s).

Skill in applying highly complex theory, principles, and techniques to practical business problems.

Skill in applying sound project management techniques.

Skill in designing, developing, monitoring, and maintaining data bases.

Skill in interviewing and selecting technical staff.

Skill in directing and reviewing the work of subordinates.

Skill in diagnosing and solving complex problems.

Skill in communicating effectively with technical and non-technical personnel at all levels in both in State and private sectors.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division