



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**CLASSIFICATION SERIES:**

Data Administration Occupation

**BARGAINING UNIT:**

ACE

**Data Administration Specialist 1**

**SERIES PURPOSE:** The purpose of the Data Administration occupation is to coordinate and monitor office automation projects and/or to create, maintain, and support databases and assure access and availability of accurate and reliable data.

**CLASS CONCEPT:** The class works under general supervision and requires considerable knowledge of electronic data processing and/or computer science and/or mainframe application programs in order to coordinate and monitor implementation, development, installation, and/or maintenance of computer hardware and/or software systems.

Incumbents coordinate and monitor office automation projects and coordinate and monitor implementation, development, installation, and/or maintenance of computer hardware and/or software systems.

**JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.**

Coordinates and monitors implementation, development, installation and/or maintenance of computer hardware and/or software systems.

Provides information to IT Services for software development or problem solving; acts as liaison with IT Services.

Provides technical assistance to end users and assists in developing procedures for optimizing system utilization; trains users in computer program and/or equipment use; conducts seminars and/or workshops; answers end user inquiries and assists end users in resolving problems; contacts and/or meets with vendors regarding hardware and/or software products or problems.

Oversees production of and/or produces reports; writes and updates user manuals; schedules and submits production jobs; assigns security passwords to users; operates peripheral computer equipment and/or backs up files; enters, edits, updates, and/or verifies data; evaluates hardware and/or software needs and recommends purchase; evaluates and monitors data required for change requests to database; installs, configures, and troubleshoots computers; coordinates telephone network system activities; coordinates acquisition activities.

Effective 11/05/2024

**Other Functions and Responsibilities:** Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: electronic data processing and/or computer science; computer and/or application programs; computer hardware systems.

Skill in: operation of personal computer and peripheral equipment, office equipment, and software applications.

Ability to: define problems, collect data, establish facts, and draw valid conclusions; communicate orally and in writing with users regarding technical and non-technical matters; interpret a variety of technical computer material.

(\*)Developed after employment.

**MINIMUM QUALIFICATIONS:** Associate's degree in electronic data processing, computer science, or a related field; or a minimum of 1 year of experience in computer hardware and/or software systems, and/or operation of a personal computer and peripheral equipment.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** Not applicable

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

**SEDENTARY:** work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

**UNUSUAL WORKING CONDITIONS:** Not applicable