

DATA PROCESSING TECHNICIAN, PRINCIPAL CLASS

Nature of work

The principal and customary work of the employee in this employment class, in the field of data processing and microprocessing, consists in assuming the duties of network administrator of the college and developing various computer programs intended for the processing of data from systems whose specifications are established by the analyst or by himself.

He may be called upon to co-ordinate a team of data processing technicians.

Required qualifications

Schooling and experience

To have a diploma of college studies in an appropriate specialty or an attestation of studies which is recognized as equivalent by the competent authority and have at least four (4) years of experience as a data processing technician or in a similar position.

Some characteristic duties

The employee in this employment class ensures the planning, configuration and management of all the network systems of the college. He co-ordinates activities related to solving network problems and manages the installation of devices, equipment and materials for data and network safety. Concerning network equipment, he analyzes the performances, conducts requirement projections and is responsible for the technical portion of the bids.

He carries out the different steps of analysis for simple operating controls. He works with the users for specific programs such as payroll, registrations, etc.

He carries out specialized technical work of a complex nature and for which a sense of creativity, a communication ability and a freedom of action are required.¹

He is called upon to coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train less experienced personnel.

If need be, he performs any other related task.

The complexity of the work

This refers to:

- a) work requiring specific knowledge in addition to that usually required of the technician;
- b) work considered essential, unique and a determining factor in the realization of the entire activity program;
- c) work that, because of its complexity, makes such employees the immediate assistants of the professionals and management.

¹ Definitions

Creativity

This refers to:

- a) work for which new methods and technical procedures are required;
- b) work which requires a choice from among possible lines of conduct;
- c) work which requires from those who execute it an ability to adapt to new or unforeseen factors and findings;
- d) work which requires original solutions.

Freedom of action

This refers to:

Work which requires co-ordination with other colleges or organizations and which requires technical information exchanges and discussions for attaining common or complementary objectives.