

DATA PROCESSING TECHNICIAN

Nature of work

The principal and customary work of the employee in this employment class consists in carrying out tasks related to the operation of networks, computers and peripheries, and mainly in the area of software, in developing various types of programs for data processing from systems whose general outline is preestablished. He may also assist the users and develop applications in various fields of microprocessing.

Required qualifications

Schooling

To have a diploma of college studies in an appropriate specialty or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee in this employment class manages one or more networks or servers for the whole college network system. In view of carrying out that task, he installs, configures and updates the network components for which he is responsible; he develops utility programs. He implements data saving and data safety procedures, creates, alters or destroys user accounts and grants access rights. In general, he supervises the operation of the networks and servers for which he is responsible, solves the related problems and lends support to the users.

He installs, configures and updates the software. He tests new software, evaluates its compatibility and sees to the carrying out of the appropriate corrections. He is called upon to perform minor repairs such as replacing certain electronic components and participating in choosing software and equipment.

He develops various software applications and in different areas of microprocessing, he performs troubleshooting and participates in the training of personnel. In general, he lends support to the users with a view of facilitating the utilization of the software, the equipment and the networks.

He prepares general and detailed diagrams of the programs; he codes data in a logical manner; he prepares information for testing; he tests and develops programs; he prepares documentation for programs such as procedure manuals, standards and operating manuals, etc.

He evaluates, corrects and refines existing programs in order to take into account changes in the requirements of the systems or in the structure of the equipment. He may, if need be, participate in various phases of the analysis of systems.

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 tasks.