

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV97316</b>
<b>Job Class Code:</b>	<b>270</b>	<b>Salary Schedule:</b>	<b>ANONREG</b>
<b>EEO Category:</b>	<b>03</b>	<b>Grade:</b>	<b>S8</b>
<b>Workers Comp Code:</b>	<b>8601</b>		

<b>Job Code Established:</b>	<b>04/23/84</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/94</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Transportation Series

**JOB CODE TITLE:** **TRANSPORTATION ENGINEERING COMPUTER APPLICATIONS  
TECHNICIAN II**

**HRIS TITLE:** **TR ENGRG CMPR APPS TECH II**

**WORK DESCRIPTION:** Manages and directs the information systems program for an assigned areas within the Highways Division; writes program instructions for obtaining requested output data from computer in desired format; prepares instructional material and trains other staff in computer use and capabilities within area of assignment; reviews program informational needs and writes new or revised programs; supervises the activities of assigned lower level staff.

**WORK ACTIVITIES:** drafts procedure flow charts or other logic diagrams to illustrate and communicate various data flow processes.

Encodes data for computer use in order to produce statistical reports.

Searches records and examines documents, maps, charts, and other materials and makes comparisons with computer input data, to verify proper encoding of data for computer utilization.

Confers with data systems users (representatives of user agencies or work units) and gather background information in order to define the problem, conceive of a system that resolves the problem, (if this is feasible) and to estimate costs of establishment, operation, and maintenance of such system.

Designs data systems, using flow charts and paragraph descriptions, and development of documentation for the use and maintenance of the design procedures.

Monitors and constantly adjusts and controls data system on behalf of work unit; serves as liaison between user and data services staff.

Sorts, separates, and codes data in accordance with established methods and format.

Finds and corrects errors in data systems by examining program elements in sequence, and reviewing all documentation.

Attends supervisory or work system management staff meetings; gives and receives information, participates in problem-solving and decision-making.

Composes manual of procedures governing the care and use of equipment; updates and makes needed changes in maintenance of manual.

Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact.

Writes detailed reports based on research, analysis, and evaluation of data pertaining to specific projects, conditions, or proposals under study, involving application of expert or highly specialized knowledge, and recommendations for action to be taken or resolution of problems.

Calculates land areas, earth forms, circular curves, material quantities, and other quantitative measurements, using geometric and trigonometric computations.

Performs related work as required.

**WORK CONDITIONS:** No unusual work conditions.

**SUPERVISION:** Works under the direction of a program or assistant program manager and exercises considerable independent judgment within established program parameters.

**WORK RESULTS/PRODUCTS:** Complete, updated information systems data base within area of assignment; completed computer generated records and reports, on a regularly scheduled or as needed basis; completed review, updating and modification of existing information systems.

**RESPONSIBILITY:** Timely and accurate completion of all assigned projects; scheduling and prioritizing work schedules of self and/or subordinate staff; maintaining appropriate information system files.

**AUTHORITY:** Recommends new or revised information system programs to Information Systems Group for use in the area of assignment.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** computer programs available for use within the area of assignment; basic computer programming language; information system needs for the area of assignment; engineering records, documentation, and reports used in the area of assignment.

**Skill in:** using and operating a variety of electronic data processing equipment.

**Ability to:** analyze and evaluate a wide range of engineering data for information system input and reporting purposes; modify program commands and input methods to provide required reporting format; communicate verbally and in writing.