

UPWARD MOBILITY PROGRAM
Annotated Guide

Target Title: **Data Processing Specialist**

Position Title Code: 11430

Salary Grade: RC-028-12

Credential or Certificate: Certificate

This position is located only in Springfield and Chicago (many more are in Springfield; largest concentration in Chicago is in the Department of Employment Security). Specialists perform advanced data control work which may involve: computer production control, operation of mainframe, mini or micro computer systems and peripheral equipment; preparation of job streams and monitoring computer output. Workers may monitor the completion of work assignments by subordinates. In larger data processing shops, the Data Processing Specialist may be a lead worker. Data processing operations are conducted 7 days a week, all three shifts. May expect rotational shift assignments. There is potential for significant overtime.

1/93 Content Revisions

6/08 Salary Revised