

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

MANAGEMENT SYSTEMS SPECIALIST

POSITION CODE: 25583

Effective: 10-1-02

INTRODUCTION:

This class prescribes a group of jobs which serve an intermediary role between top level management and a complex computer-based information system spanning several divisions. The job requires a knowledgeable systems person who is sympathetic to the timely and specific information needs of management and aware of the general limits and capabilities of the information processing system. Duties include the performance of in-depth management studies and systems analyses in order to improve the information system and to produce one-time special management reports.

DISTINGUISHING FEATURES OF WORK:

Under general direction, as part of a computer-based management information system, provides agency management with high level "front end" technical assistance in the development, analysis, interpretation, evaluation, modification, and installation or comprehensive management information systems for several divisions in a large state agency; provides training and coordinates the activities of a systems support staff who perform system utilization and maintenance functions; coordinates and conducts complex management studies, develops plans and assists in the initiation of management program changes; distills complex information system reports to assist management in decision making.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as a Regional Systems Coordinator in the Department of Human Services, monitoring and improving a complex management information system for several agency divisions, coordinating and training facility systems support staff in the maintenance and interpretation of computer-based reports for use by agency management, and state grant supported clinics which are monitored by the system.
2. Serves as a "front end" or applications specialist, providing top management with special one time reports and system studies of management operations to assist them in making program and policy decisions; manually prepares special management reports from the information system if necessary, until computer systems changes can be communicated to, and effected by the data processing analysis.
3. Conducts in-depth management studies involving extensive technical research and systems analysis of agency administrative functions; determines and advises on management analysis techniques applicable to study; conducts and coordinates system studies in the area of work measurement, production and inventory control, utilization of resources, organizational structure, and cost accounting studies.

## MANAGEMENT SYSTEMS SPECIALIST (Continued)

4. Assists in the development and installation of new and revised agency programs; devises or directs the development and supporting policies, methods, procedures and forms to implement programs; assists in interfacing management information needs with data processing personnel on procedures, form adaption to data processing, and improvement in the various information and cost systems.
5. Devises and modifies programmatic and line item budgeting systems, analyzing the results to serve as a base for recommending spending and cost adjustments, or to assist in the preparation of new budgets.
6. Plans, directs and administers training programs for divisional management and systems maintenance personnel on procedural requirements of the department's automated cost accounting and information systems, and on the application and utilization of output reports generated from these systems.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## DESIRABLE REQUIREMENTS:

Education and Experience

Requires either:

- (1) A master's degree in business or public administration or a closely related field, and preferably including coursework in systems analysis, accounting, computer science, and statistics; requires two years of professional experience in public or business administration.

OR

- (2) A bachelor's degree in business or public administration or a closely related field, and preferably including coursework in systems analysis, computer science, and statistics; requires four years of experience directly related to the development, maintenance and coordination of a computer-based management information system.

Knowledges, Skills and Abilities

Requires a working knowledge of organizational functions, the structuring of programs and information systems, and the character of communications between organizational entities.

Requires the ability to apply modern concepts of scientific management, and accounting techniques to develop, modify, maintain and interpret management information systems so as to accurately reflect program status and the impact of program changes.

Requires the ability to conduct complex management systems studies to accommodate information requirements in the area assigned.

Requires ability to establish and maintain satisfactory working relationships with agency managerial personnel.

Requires the ability to recognize and solve problems in a complex management information system.

Requires the ability to think logically, exercise good judgment and work with considerable initiative with complex data from computer reports.