Data Processing Manager - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:
- Has complete and thorough understanding of organization philosophy
- Knows complete operation of the data processing system: hardware, software, procedures, security
- Knows how to complete protocols, load new software, process updates to system
- Knows and implements computer security and disaster procedures
- Has general knowledge in all departments and how they relate to data processing function

QUALITY OF WORK:
- Schedules all programs, postings and job requests resulting in maximum computer up-time and minimal delay in processing daily and other periodic data, statements, reports
- Has on-line system up and operating twenty four hours per day
- Maintains daily backup procedure in harmony with ongoing usership and operation
- Implements system changes (i.e., interest rates, charges, policy changes) in a timely manner
- Utilizes maximum capability of system for maximum customer service and staff proficiency
- Submits error free tax tapes to IRS and completes other regulatory reporting as required

QUANTITY OF WORK:
- Ensures that all daily work is run per schedule and available to management by 0:00 a.m. daily
- Plan, schedules, and attends to running of customer statements as required, without exception
- Produces MIS reports for management as required and scheduled, including regulatory and other compliance reports
- Implements optical disk storage program and maintains on a daily basis
- Continuously monitors new EDP approaches, meets with vendors, studies systems, and advances well thought out recommendations to senior management
- Implements audit/testing procedures in system to ensure security codes have not been compromised, access from external sources has not occurred, and other preventative measures are intact

PROBLEM ANALYSIS:
- Identifies problems relating to data processing and implements workable solutions
- Performs research to determine long range solutions to reoccurring problems
- Notifies department managers of problem and works with them to get problem solved
- Refers major problems to management and works cooperatively with all to resolve