

Jurisdictional Class: Competitive  
EEO Category: Professional  
Revised: 01/09/2024

## **INSTRUCTIONAL COMPUTING SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class has the responsibility of advising agency staff on software application services, to instruct agency staff in the use of a variety of computer software programs, and to develop instructional applications of computer technology. The work is performed under the general supervision of a department head or supervisor with leeway allowed to exercise independent judgment in carrying out the details of the work. Supervision of the work of others may be a responsibility of employees in this class. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Advises staff in the instructional services available and how they may be used in job Application;

Coordinates and resolves with the technology division, agency problems associated with hardware, software, training and production;

Provides liaison to various state agencies and/or schools, and the technology division to ensure timely implementation of applications and training, etc.;

Receives requests for training program development and/or modification, evaluates and justifies need;

Consults with superiors and reports problems and deviations affecting workload and scheduling;

Develops instructional service descriptions for review to determine if applicable;

Provides continuing telephone support for staff or schools who are using available instructional services;

Facilitates and/or provides training activities for instructional programs;

Conducts agency meetings to encourage participation in services and recommendations for enhancements of services;

Attends statewide meetings of technology specialist to maintain knowledge of current state-of-the-art offerings;

Serves as liaison between schools, state, and the technology division in resolutions of problems dealing with instructional service.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of software use for various applications; good knowledge of a micro-computer capabilities for various software; good knowledge of office terminology and procedures; ability to provide and explain software applications; ability to communicate orally and in writing; ability to make presentations to a small and/or large group; ability to develop working relationships and deal with the public, subordinates, and other work contacts; good judgment and accuracy.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of Bachelor's degree in Business Administration, Business Management, Computer Science, Data Processing, Elementary or Secondary Education or a closely related field **AND** two (2) years of experience in the adaptation of data-to-data processing\* techniques and/or instruction in computer applications; **OR**
- (B) Possession of Associate's degree in Computer Science, Data Processing or a closely related field **AND** four (4) years of experience in the adaptation of data-to-data processing\* techniques and/or instruction in computer applications; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience in the adaptation of data-to-data processing\* techniques and/or instruction in computer applications.

**\*Adaptation of data-to-data processing** – does not include data entry or running reports. This is defined to mean experience of a more analytical nature to include programmers, systems analyst, network administrator, etc.

**SPECIAL REQUIREMENTS:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

**NOTES:**

- 1. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
- 2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 08/15/1989  
Revised: 11/15/1995, 09/16/1997, 11/29/1999, 01/09/2024