

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV12221
Job Class Code:	420	Salary Schedule:	ASRRDATA
EEO Category:	06	Grade:	14
Workers Comp Code:	8810		

Job Code Established:	09/29/69	Effective Date:	09/29/69
Job Code Revised:	01/02/01	Effective Date:	01/01/01

JOB CODE SERIES: Data Processing Equipment Operation

JOB CODE TITLE: DATA ENTRY SUPERVISOR I

HRIS TITLE: DATA ENTRY SPV I

CHARACTERISTICS OF THE CLASS: Reports to Data Entry Supervisor. Has the authority to make decisions on job priorities. Supervises personnel engaged in data entry and verifying operations in a computer-assisted data entry system; plans and schedules work; monitors work flow and stroke count to maintain standards; adapts production schedules to meet priority changes; prepares shift reports. Responsible for effective supervision of staff; timely completion of assigned data input. Work product consists of verified data converted to magnetic tape or cards; production schedules and standards met.

EXAMPLES OF DUTIES: Devises a schedule of work or itinerary, agenda or timetable for subordinates on a daily or weekly basis, within a work unit. Resolves problems and questions presented by subordinate workers regarding work methods and processes. Plans for better use of material and personal resources in a work unit; examines materials, confers with superiors and staff, analyzes, evaluates and makes determinations. Implements standard operating procedures of data entry center. Monitors data output for conformance with operation standards. Inspects work schedules, ensures production schedules are met. Reviews and evaluates work performance of subordinate workers; confers with workers; writes reports for manager and for record. Writes programs, modifications and programming procedures related to a computer-assisted data entry system. Operates a console in a computer-assisted data entry system. Analyzes data, assists in programming the console.

Monitors and constantly adjusts and controls data system on behalf of user agency; serves as liaison between user and data services staff. Logs in and accounts for all input material arriving at the data services unit if material does not arrive on time, telephone sending agency or group to resolve problem. Counsels employees in matter relating to their employment in the agency. Develops, revises and implements procedures/forms to enhance efficient data entry operations. Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: effective supervisory practices; data entry procedures and methods; operation of data entry equipment; training needs for staff; public relations practices; data entry programming.

Skill/Ability to: supervise and schedule of assigned staff; operating complex data entry equipment; oral and written communication; interpersonal relations, as applied to liaison activities; analyzing and evaluating operational problems.