

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31103
Job Class Code:	020	Salary Schedule:	ASRRINPRC
EEO Category:	06	Grade:	13
Workers Comp Code:	8810		

Job Code Established:	10/01/98	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Information Processing Series

JOB CODE TITLE: INFORMATION PROCESSING SPECIALIST III

HRIS TITLE: INFO PRCSG SPCT III

CHARACTERISTICS OF THE CLASS: Typically reports to a Unit Supervisor. Authority to make decisions regarding difficult problem resolution; to exercise judgment in training Information Processing Specialist; to create new procedures and procedure manuals; to exercise judgment in determining intent of work originators. Serves as a lead Information Processing Specialist by scheduling and allocating work flow generally to a unit of Information Processing Specialist. Completes more complex assignments. Work product consists of proficient monitoring of schedules and work flow through Information Processing Unit; accurate and timely completion of special reports as requested; proficient troubleshooting of equipment malfunctions; advanced proficiency in ongoing operation of equipment; timely, responsive communication with work originators as needed. Responsible for overall quality of Information Processing Unit end results; for monitoring productivity and performance of subordinate processors; for coordinating and scheduling the assignments for the unit; for serving in a lead capacity.

EXAMPLES OF DUTIES: Oversees a unit of other information Processing Specialist by scheduling, coordinating and controlling work flow. Performs the same work activities as an Information Processing Specialist II. Develops and maintains glossaries and procedure manuals. Communicates with work originators to clarify work assignments and instructions. Resolves or refers problems influencing project completion. Prepares special reports as requested. Trains Information Processing Specialist. Troubleshoots equipment malfunctions and interacts with service staff and vendors. Proofreads and edits materials. May telecommute between locations using established procedures and instructions. Performs related work as required.

WORK CONDITIONS: May require, while sitting, unremitting need to perform work with hands and/or arms in largely the same position, or require unremitting viewing of CRT screen.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the full capabilities of various information-processing equipment (e.g., word processor, terminal, printer, audio recorder); the basic and advanced functions of various computerized application packages; proofreading.

Ability to: monitor, respond to and troubleshoot equipment malfunctions; interact with services staff; prepare special reports; coordinate a work unit; coordinate and schedule work flow; resolve problems impacting work completion dates; communicate with work originators; train Information Processing Specialists; develop/enhance operating procedures in order to improve unit efficiency.

Skill in: operating keyboard.