

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31105
Job Class Code:	020	Salary Schedule:	ASRRPDSK
EEO Category:	06	Grade:	14
Workers Comp Code:	9410		

Job Code Established:	01/01/00	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Optical Disk Input Series

JOB CODE TITLE: OPTICAL DISK INPUT SUPERVISOR

HRIS TITLE: OPTICAL DISK INPUT SPV

CHARACTERISTICS OF THE CLASS: Works under limited supervision, within established policies, procedures, and guidelines. Authority to organize, schedule, assign, and evaluate the work of subordinate staff; to develop/revise operating procedures to ensure quality, quantity, and timeliness of system input; to interface with system users to identify/resolve problems. Typical office conditions; requires close attention to detail and may involve considerable use of scanning verifier and computer terminal. Supervises a unit of employees involved in performing a variety of activities required to enter and route documents in an optical disk electronic file system.

EXAMPLES OF DUTIES: Organizes/schedules workload of subordinate staff. Supervises subordinate staff, including assigning/evaluating work, approving leave, and preparing performance planning/evaluation documents. Trains subordinate staff in equipment operation and unit operating policies and procedures. Meets with other agency staff to identify and resolve potential problems regarding timeliness and quality of document processing. Develops/revises operating procedures for the optical disk electronic file data input unit. Batches documents by claim type into predetermined batch sizes. Scans documents into the system through the document entry station, making adjustments for paper size/weight, color of ink, paper color, etc., to ensure acceptable image quality. Views scanned images on a verifier terminal to ensure that images entered into the system meet established quality standards. Codes/routes scanned document images to ensure accurate filing and facilitate retrieval. Performs related work as required.

WORK RESULTS/PRODUCTS: Incoming documents and related material input, coded, and routed; subordinate employees trained and their work scheduled, assigned, and reviewed.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the basic principles and practices of employee supervision; the basic principles and practices of employee training; basic office operational principles and practices; operating procedures for optical disk electronic filing systems; the types of documents to be input into the system; document batching practices and procedures; coding procedures and guidelines; document routing procedures.

Skill/Ability to: sort/code documents; operate disk electronic file system input/retrieval equipment; train and supervise subordinate employees; organize and schedule a high-volume workload; establish and maintain effective working relationships; understand and implement established priorities, procedures and guidelines; evaluate the quality of scanned input documents; ensure that documents and related materials are scanned, coded and routed accurately and in a timely manner; ensure the acceptable image quality of scanned input documents.