

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV97315
Job Class Code:	270	Salary Schedule:	ANONREG
EEO Category:	03	Grade:	S6
Workers Comp Code:	8601		

Job Code Established:	04/23/84	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Transportation Series

JOB CODE TITLE: TRANSPORTATION ENGINEERING COMPUTER APPLICATIONS
TECHNICIAN I

HRIS TITLE: TR ENGRG CMPR APPS TECH I

WORK DESCRIPTION: Performs a variety of technical computer applications duties in an assigned area of the Highways Division; codes and inputs engineering data, such as survey notes, earthwork, roadway alignment information, and construction project budget data; generates regularly scheduled computer reports.

WORK ACTIVITIES: uses a computer terminal to enter (type) input documentation for storage and retrieval.

Codes data in preparation for data processing input.

Encircles (captures) errors on computer output proof listings, and makes appropriate corrections for computer run.

Codes updates by adding new information to existing records on data input devices for computer processing.

Sorts, separates, and codes data in accordance with established methods and format.

At prescribed intervals and according to established procedures, schedules and coordinates with agency field personnel and data services unit the transmission of data on field work (hours worked, equipment, and materials used, etc.) For computer processing, assuring deadlines are met and punctual report output is achieved.

Receives edit listings and analyzes suspended (incorrect) data to determine and execute correction procedures by contacting field personnel by telephone; teletype or direct personal contact; or by coding appropriate corrections for card input to the computer system.

Searches records and examines documents, maps, charts, and other materials and makes comparisons with computer input data, to verify proper encoding of data for computer utilization.

Calculates land areas, earth forms, circular curves, material quantities, and other quantitative measurements, using geometric and trigonometric computations.

Examines and verifies numeric data and specifications on source documents by recalculating computations, using geometry or trigonometry.

Performs data processing job-streaming tasks at elementary level, consulting system run books for proper instructions.

Inspects and examines computer output data, and reports errors or discrepancies to supervisor so that subsequent runs, dependent on data produced by the run in error, may be rescheduled.

Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

SUPERVISION: Works under the general direction of a first-line supervisor and exercises some independent judgment within specific agency standards and guidelines.

WORK RESULTS/PRODUCTS: Completed computer generated records and reports; completed engineering calculations computed through established computer programs.

RESPONSIBILITY: Timely and accurate completion of all assigned projects; scheduling and prioritizing work assignments within established guidelines.

AUTHORITY: Recommends new or revised computer program components to enhance existing information system programs.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: computer programs available for use in the area of assignment; engineering records, documentation and reports used in the area of assignment; basic computer programming languages and coding methods, procedures, and techniques; computer records and reports generated on a regularly scheduled basis.

Skill in: operating and maintaining electronic data processing equipment.

Ability to: analyze and evaluate a wide range of engineering data for information system input and reporting purposes; communicate verbally and in writing; read and interpret a variety of computer-generated reports.

SPECIAL SELECTION FACTORS: Requires ability to pass a post-offer physical exam.