

.....
Class Specification
for the Classes:

DATA ENTRY SUPERVISOR I & II

Distinguishing Characteristics:

Data Entry Supervisor I: This class reflects responsibility for supervising the operations and activities of data entry operators in keying and/or verifying a variety of source documents into media suitable for electronic data processing. Work situations include: Type A: Supervision over one unit and/or a shift of data entry operators in a large centralized data entry operational setting; or Type B: Supervision over a group of data entry operators for a department's data entry operations which may involve more than one shift.

Positions in this class are generally supervised by a Data Entry Supervisor II, Data Preparation Supervisor, data processing operations supervisory position or an administrative officer.

Data Entry Supervisor II: This class reflects responsibility for planning, supervising and coordinating, through subordinate supervisors, the operations of a large data entry section. The incumbent maintains effective working relationships with subordinate supervisors, staff and departmental and user agencies.

Examples of Duties: (Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)

1. Plans, assigns and directs the data entry and verifying work of a unit.
2. Supervises the flow of work through the unit in accordance with established procedures and production deadlines.
3. Maintains attendance, production, accuracy and other records relative to the work of the unit.
4. Examines batches of output data for completeness and accuracy.
5. Returns incomplete or erroneous source documents for correction.
6. Coordinates the work of the unit with other units in the section.
7. Trains new operators in the use of equipment.

8. Sets priorities and makes periodic adjustments to work schedules as required.
9. Confers with departmental and user agencies in developing layouts and procedures for the preparation of data instructions as well as the scheduling requirements for new jobs.
10. Devises and recommends new work methods and procedures as necessary.
11. Requests additional resources when workload exceeds available resources.
12. Prepares lost time reports on late activities and reviews time and accounting reports.
13. Interviews, tests and recommends hiring and/or promotion of subordinates.
18. Develops job performance standards and training programs for new employees.
19. Plans the personnel, equipment and physical facilities requirements for the data preparation work unit.

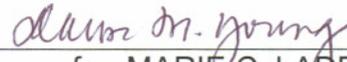
Knowledge and Abilities Required:

Knowledge of: English grammar, spelling and arithmetic sufficient to carry out general office communications and activities; methods of operation of a computer keyboard to enter alphabetic and numeric data; use of reference sources necessary to interpret source material; data input/output requirements of equipment; office practices and procedures; and principles and practices of supervision.

Ability to: Plan, direct, assign, review and evaluate the work of data entry operators and other subordinates; coordinate data entry/processing operations; maintain personnel, production and control records; prepare operational reports; read, understand and follow oral and written instructions; read fine type and numbers rapidly and accurately; operate equipment for data entry and/or verification purposes at an acceptable rate of speed and accuracy; use a ten-key numeric keypad by touch; perform arithmetic computations; speak and write clearly; and maintain effective working relationships with others.

This is an amendment to the class specifications for the classes Key Equipment Supervisor I and II approved on July 19, 1977; and a change in title to DATA ENTRY SUPERVISOR I and II.

Date Approved: October 25, 2007



for MARIE C. LADERTA
Director of Human Resources Development