

**CLASS TITLE: DATA ENTRY UNIT SUPERVISOR**

**Class Code: 02420401**  
**Pay Grade: 21A**  
**EO: F**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the supervision and operation of a data entry unit including the planning, assignment, direction, instruction, supervision and review of the work of a subordinate staff engaged in performing a variety of data entry/verification operations; to personally engage in the performance of a variety of data entry/verification activities; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of a superior with considerable latitude in the exercise of initiative and independent judgement; questions, problems, or new work assignments are discussed with superior through conference; work is subject to review upon completion for results obtained and conformance with departmental or agency objectives.

**SUPERVISION EXERCISED:** Plans, assigns, directs, supervises and reviews the work of a subordinate staff of data entry operators.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the supervision and operation of a data entry unit, in an assigned area requiring data entry services, including the planning, assignment, direction, instruction, supervision and review of the work of a subordinate staff of data entry operators engaged in the performance of a variety of data entry/verification operations.

To be responsible for defining the scope of all job assignments; determining the methods or procedures to be used to accomplish the work; determining the most feasible data entry format to be used by the data entry operators in processing such work assignments; scheduling and assigning such work to staff; and providing guidance, direction and supervision to staff as needed.

To personally engage in the performance of a variety of data entry activities such as: maintaining a record system on all job assignments processed through the unit including the maintenance of records on the progress of the various stages of processing through to completion; reviewing work of data entry operators as work is processed and preparing statistical evaluations of each operator's individual work performance; taking all completed work of the data entry operators and putting such work on magnetic tape, or, reviewing data punched on cards by such data entry operators, for submission to a computer center for final processing; or, in the case of direct on-line data entry computer terminal operators feeding data directly to a computer center to trouble shoot any errors or incorrect data entered by such operators which the computer center will not accept and to effect corrections which the center will accept; reviewing computer statistical printouts from a computer center for each job assignment before submitting to the requesting department, agency or division; maintaining a variety of unit records; preparing a variety of statistical reports and summaries for such departments, agencies, or divisions involving requested data entry services including a summary of charges for billing purposes, as required.

To conduct in-service training programs related to data entry/verification operations and procedures.

To prepare and maintain time sheet records of staff and submit weekly reports to superiors.

To supervise and maintain extensive files of punch cards, magnetic tapes and related records.

To assist in the development of data entry codes.

As required, to operate several types of data entry/verification machines including direct on-line data entry computer terminals.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and procedures involved in providing data entry services involving the use and operation of data entry/verification machines including direct on-line data entry computer terminals and the ability to apply such knowledge in the supervision and operation of an assigned data entry unit; the ability to plan, assign, direct, instruct, supervise, and review the work of a subordinate staff of data entry operators; the ability to operate such equipment with speed and accuracy\*; the ability to plan and conduct in-service training programs for staff; the ability to prepare a variety of statistical reports and summaries for superiors and requestors of data entry services; the ability to operate all equipment in the assigned unit; the ability to supervise and maintain extensive files of punch cards, magnetic tapes and related records; the ability to establish and maintain effective work relationships with representatives of state departments, agencies and divisions in need of data entry services, superiors, and other employees; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a senior high school including or supplemented by the completion of courses in data entry machine operation including direct on-line data entry computer terminals; and

**Experience:** Such as may have been gained through: employment in a position involving the operation of a variety of data entry equipment including some experience involving the supervision and review of work performed by a group of several data entry operators.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

\*NOTE: 35 net WPM-5 minutes

Class Revised: May 24, 1987

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