



DATA INPUT SUPERVISOR

SCOPE OF WORK:

Individuals assigned to positions in this series are responsible for supervising the activities of data input function.

DUTIES PERFORMED AT ALL LEVELS:

- Assign, review, and coordinate tasks of assigned operators.
- Maintain records of work production.
- Conduct performance evaluations of assigned operators.
- Develop training requirements for assigned operators.
- Provide input to the hiring and disciplinary actions of assigned staff.
- Perform coordination with other work units and/or agencies relative to data input operations.
- Design or change and test entry form/programs for entry jobs.
- Develop and implement quality control standards.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

DATA INPUT SUPERVISOR I
GRADE E

0121

LEVEL DEFINITION:

Duties at this level will generally be accomplished with a small data entry function requiring few assigned operators, or may be an equivalent size work unit within a large data entry function.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and three years of work experience in the operation of alphanumeric data input equipment.

DATA INPUT SUPERVISOR II
GRADE E

0122

LEVEL DEFINITION:

Duties at this level will generally be accomplished within a large data entry function requiring a large number of operators, or may be a smaller function with highly complex data entry requirements.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

The appointing authority shall establish a specific additional type and amount experience required when recruiting at this level.

Eff Date: 10/74

Deleted: 7/79

Eff. Date: 4/92 - Re-established and rewritten

Reviewed: 8/96 - Rewritten in current format

Rev: 7/12 – Conversion to Hay System