

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Data Technician

SERIES NO.:

1236

MAJOR AGENCIES: Administrative Services,
Taxation, Job & Family Services, Workers' Compensation**EFFECTIVE DATE:**

02/26/2012

SERIES PURPOSE:

The purpose of the data technician occupation is to computerize records, produce microfiche from computer tapes or assemble computer print-outs for distribution, or in Ohio Department of Job & Family Services, to create electronic images of paper documents for storage on optical imaging system.

Incumbents operate peripheral computer or data processing equipment, or in Ohio Department of Job & Family Services, operate microcomputer system.

CLASS TITLE:

Data Technician 1

CLASS NUMBER:

12361

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The developmental level class works under immediate supervision & requires working knowledge of data processing & equipment operation procedures in order to operate peripheral computer or data processing equipment.

CLASS TITLE:

Data Technician 2

CLASS NUMBER:

12362

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of data processing & equipment operation procedures in order to lead team of data technicians in operating peripheral computer or data processing equipment, or in Ohio Department of Job & Family Services, to perform previous option or to operate & monitor personal computer & high speed scan station to input document images into employer information system.

<u>CLASS TITLE:</u> Data Technician 1	<u>CLASS NUMBER:</u> 12361	<u>BARGAINING UNIT:</u> 09
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EFFECTIVE DATE:

03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates peripheral computer or data processing equipment (e.g., printers, decollators, interpreters, bursters, optical scanners, key punch machines, microfiche or microfilm processors, recorders or duplicators) in order to computerize records, produce microfiche from computer tapes or assemble computer print-outs for distribution.

Operates computer terminal to set up print jobs, loads & unloads paper & separates computer print-outs by job number; distributes print-outs to appropriate office; cleans & maintains printers & peripheral equipment; mixes or adds chemicals/solutions (e.g., bleach, developer, ammonia) for equipment operation; loads film, checks quality & cuts film, cleans, maintains & performs minor repairs on microfiche processing equipment; orders chemicals &/or supplies; sorts documents; maintains proper account/billing information; reports on status of work in progress.

MAJOR WORKER CHARACTERISTICS:

Knowledge of data processing*; addition, subtraction, multiplication, division, decimals, percentages; agency procedures relating to computer equipment operations*. Skill in operation of peripheral computer or data processing equipment (e.g., printers, bursters, interpreters, microfilm or microfiche processors, developers or recorders). Ability to deal with several variables in familiar context; sort items into categories according to established methods; stand, walk or bend continuously; lift up to 30 pounds of paper or supplies repeatedly; move limbs/fingers easily to perform manual functions.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication, division, decimals & percentages; 3 mos. trg. or 3 mos. exp. in operation of peripheral computer or data processing equipment (e.g., printers, bursters, interpreters, microfilm or microfiche processors, developers or recorders).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to continuous loud noises; may be exposed to chemicals or foul odors; may work evening or night shift.

CLASS TITLE: Data Technician 2	CLASS NUMBER: 12362	BARGAINING UNIT: 09
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EFFECTIVE DATE:
03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Leads team of data technicians (i.e., provides work direction & training) in operation of peripheral computer or data processing equipment, recommends changes in unit policies or procedures, inspects machines, answers employee questions & reviews work of technicians, or in Ohio Department of Job & Family Services, performs previous option or operates & monitors personal computer & high speed scan station to input document images into employer information system.

Operates peripheral computer or data processing equipment (e.g., printers, decollators, interpreters, bursters, optical scanners, key punch machines, microfiche or microfilm processors, recorders or duplicators) in order to computerize records, produce microfiche from computer tapes or to assemble computer print-outs for distribution.

Operates computer terminal to set up print jobs, loads & unloads paper & separates computer print-outs by job number; distributes print-outs to appropriate office; cleans & maintains printers & peripheral equipment; mixes or adds chemicals/solutions (e.g., bleach, developer, ammonia) for equipment operation; loads film, checks quality & cuts film, cleans, maintains & performs minor repairs on microfiche processing equipment; orders chemicals &/or supplies; sorts documents; maintains proper account/billing information; reports on status of work in progress; performs routine procedures to create, maintain or delete directories or files & to detect problems; tests scanner settings daily & make adjustments as needed; demonstrates scanning equipment & procedures to customers; prepares batches or documents for scanning.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*; data processing; agency procedures relating to computer equipment operations*. Skill in operation of peripheral computer or microcomputer or data processing equipment (e.g., printers, bursters, interpreters, high speed scanner, microfilm or microfiche processors, developers or recorders). Ability to deal with several variables in familiar context; sort items into categories according to established methods; stand, walk or bend continuously; lift up to 30 pounds of paper or supplies repeatedly; move limbs/fingers easily to perform manual functions.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. trg. or 6 mos. exp. in operation of peripheral computer or microcomputer or data processing equipment (e.g., printers, bursters, interpreters, high speed scanner, microfilm or microfiche processors, developers or recorders); 3 mos. trg. or 3 mos. exp. in data processing.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to continuous loud noises; may be exposed to chemicals or foul odors; may work evening or night shift.