

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

Data Entry

SERIES NO.:

1233

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

3/7/2004

SERIES PURPOSE:

The purpose of the data entry series is the input, verification & editing of raw data into machine-readable form. At the lower-levels, incumbents do data entry &/or verification. At the middle level, incumbents act as lead worker. At the higher levels, incumbents supervise data entry operators &/or supervisors. At the highest level, incumbents manage the overall operations of multiple-location data entry operations.

CLASS TITLE:

Data Entry Operator 1

CLASS NUMBER:

12331

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The entry level class works under immediate supervision & requires some knowledge of unit policies & procedures regarding basic data entry in order to input machine-readable data.

CLASS TITLE:

Data Entry Operator 2

CLASS NUMBER:

12332

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The full performance level class works under general supervision & requires working knowledge of unit policies & procedures regarding data entry & verification in order to input & verify machine-readable data.

CLASS TITLE:

Data Entry Operator 3

CLASS NUMBER:

12333

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance class works under direction & requires considerable knowledge of unit policies & procedures regarding data entry & verification in order to input & verify machine-readable data & act as lead worker.

CLASS TITLE:

Data Entry Supervisor

CLASS NUMBER:

12335

EFFECTIVE DATE:

06/22/1990

CLASS CONCEPT:

The first supervisory level class works under general direction & requires thorough knowledge of unit policies & procedures regarding data entry & verification in order to supervise unit of data entry operators.

CLASS TITLE:

Data Entry Manager 1

CLASS NUMBER:

12336

EFFECTIVE DATE:

06/22/1990

CLASS CONCEPT:

The first management level class works under general direction & requires thorough knowledge of unit policies & procedures regarding data entry & verification in order to manage multi-shift &/or multi-unit data entry operations & supervise lower-level data entry supervisors or at least one lower-level data entry supervisor & other personnel.

CLASS TITLE:

Data Entry Manager 2

CLASS NUMBER:

12337

EFFECTIVE DATE:

06/22/1990

CLASS CONCEPT:

The second management level class works under administrative direction & requires thorough knowledge of unit & agency policies & procedures regarding data entry & verification in order to manage overall operations of multiple-location data entry operations consisting of multiple sections &/or units & supervise lower-level data entry managers.

CLASS TITLE: Data Entry Operator 1	CLASS NUMBER: 12331	BARGAINING UNIT: 09
--	-------------------------------	-------------------------------

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 keyboard on data entry equipment (e.g., key to disk, tape or card, video display terminal), operates electric typewriter keyboard to transfer coded data to free or preprinted forms for optical scanner.

Performs variety of clerical tasks related to data processing work (e.g., proofreads, files, distributes & mails output, totals data, maintains entry logs).

MAJOR WORKER CHARACTERISTICS:

Knowledge of addition, subtraction, multiplication & division. Skill in typing; operation of data entry equipment*, operation of peripheral machines (e.g., scanner, printer)*. Ability to check pairs of items that are similar or dissimilar; read, copy & record figures; proofread material, recognize errors & make corrections; move limbs, fingers easily to perform manual functions repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication & division & in writing & speaking common English vocabulary; 1 course or 3 mos. exp. in typing.

-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 work evening or night shift; work involves operation of data entry equipment for long periods of time including exposure to constant, low-level noise.

<u>CLASS TITLE:</u> Data Entry Operator 2	<u>CLASS NUMBER:</u> 12332	<u>BARGAINING UNIT:</u> 09
---	--------------------------------------	--------------------------------------

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.)

Operates data entry or data verification equipment to check for accuracy & sufficiency of data & makes corrections or adjustments as needed.

Operates keyboard on data entry equipment (e.g., key to disk, card or tape, video display terminal); operates electric typewriter.

Performs clerical tasks related to data processing (e.g., proofreads, distributes & mails output, codes & totals data, maintains entry logs, sorts & files).

MAJOR WORKER CHARACTERISTICS:

Knowledge of addition, subtraction, multiplication & division; office practices & procedures*. Skill in operation of data entry equipment; operation of peripheral machines (e.g., scanner, printer); data verification equipment*. Ability to proofread material, recognize errors & make corrections; read, copy & record figures; check pairs of items that are similar or dissimilar; proofread material, move limbs, fingers easily to perform manual functions repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication & division & in reading, writing & speaking common English vocabulary; 6 mos trg. or 6 mos. exp. in use of data entry equipment; in Ohio Department of Job & Family Services, Wage Record Department, in addition to preceding option, applicant must also have minimum of 10,000 net key strokes per hour on an alpha numeric keyboard.

-Or 4 mos. exp. as Data Entry Operator 1, 12331; in Ohio Department of Job & Family Services, Wage Record Department, in addition to preceding option, applicant must also have minimum of 10,000 net key strokes per hour on an alpha numeric keyboard.

-Or equivalent Minimum Class Qualifications For Employment noted above.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work evening or night shift; work involves operation of data entry equipment for long periods of time including exposure to constant, low-level noise.

CLASS TITLE: Data Entry Operator 3	CLASS NUMBER: 12333	BARGAINING UNIT: 09
--	-------------------------------	-------------------------------

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.)

Acts as lead worker (i.e., trains & provides work direction on daily basis) over lower-level data entry operators, reports unit status & informs & updates workers & agencies served.

Operates keyboard on data entry equipment (e.g., key to disk, tape or card, video display terminal); operates electric typewriter.

Operates data entry or data verification equipment to check for accuracy & sufficiency of data & makes corrections & adjustments as needed.

Monitors & performs related clerical tasks (e.g., logs, operates computer related or peripheral machines, copies, edits, sorts & codes information, assists with machine maintenance, distributes & mails output).

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*; office management*; addition, subtraction, multiplication & division. Skill in operation of data entry & verification equipment; operation of peripheral machines (e.g., scanner, printer). Ability to proofread material, recognize errors & make corrections; check pairs of items that are similar or dissimilar; move limbs, fingers easily to perform manual functions repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in use of data entry & verification equipment; formal education in arithmetic that includes addition, subtraction, multiplication & division & in reading, writing & speaking common English vocabulary.

-Or 4 mos. exp. as Data Entry Operator 2, 12332

-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 work evening or night shift; work involves operation of data entry equipment for long periods of time including exposure to constant, low-level noise.

CLASS TITLE: Data Entry Supervisor	CLASS NUMBER: 12335	BARGAINING UNIT: EX
--	-------------------------------	-------------------------------

EFFECTIVE DATE:
06/22/1990

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.)

Supervises unit of data entry operators to maintain established data entry, verification codes & standards, completes employee performance evaluations, attendance records & recommends discipline, oversees training of new staff & instructs, tests & monitors performance of staff.

Designs & implements work procedures, reports unit status & progress to data processing management & coordinates work with agencies served to ensure customer satisfaction.

Oversees & performs related unit tasks (e.g., logs, operates computer-related or peripheral machines; maintains data entry equipment; maintains filing system).

MAJOR WORKER CHARACTERISTICS:

Knowledge of data entry operations*; supervisory principles/techniques*; employee training & development; office management. Skill in operation of data entry & verification equipment; operation of peripheral machines (e.g., scanner, printer). Ability to apply principles to solve practical, everyday problems; proofread material, recognize errors & make corrections; gather, collate & classify information about data, people or things; maintain accurate records; establish friendly atmosphere as supervisor of work unit.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

18 mos. trg. or 18 mos. exp. in use of data entry & verification equipment; 6 mos. trg. or 6 mos. exp. in employee training & development; 6 mos. trg. or 6 mos. exp. in office management.

-Or 4 mos. exp. as Data Entry Operator 3, 12333.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work evening or night shift; frequently exposed to constant low-level noise.

CLASS TITLE: Data Entry Manager 1	CLASS NUMBER: 12336	BARGAINING UNIT: EX
---	-------------------------------	-------------------------------

EFFECTIVE DATE:
06/22/1990

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.)

Manages multi-shift &/or multi-unit data entry operations, supervises lower-level data entry supervisors or at least one lower-level data entry supervisor & other personnel, implements & enforces section policies, procedures & standards & assists in developing multi-section procedures &/or work methods, prepares & oversees preparation of operator work statistics, financial statements, payroll, attendance &/or other records, participates in short term & long range planning for equipment upgrades, changes & activities of processing units, analyzes workload & schedules priorities, oversees equipment maintenance, orders supplies, reviews productivity on each shift & ensures jobs are complete & accurate prior to delivery to customers.

Assists staff in resolving work-related problems; programs &/or modifies computer programs; operates data entry equipment to set up &/or control data entry functions.

Contacts & meets with customer representatives regarding work performed & to resolve problems with work &/or deadlines; contacts building owners to ensure proper physical condition of facility (e.g., electric, air conditioning, janitorial services).

MAJOR WORKER CHARACTERISTICS:

Knowledge of computer science/data processing*; data entry operations; supervisory principles/techniques; management*; office management; agency fiscal procedures. Skill in operation of data entry & verification equipment; operation of peripheral machines (e.g., scanner, printer). Ability to apply principles to solve practical, everyday problems; proofread material, recognize errors & make corrections; gather, collate & classify information about data, people or things; prepare meaningful, concise & accurate reports; handle sensitive inquiries from officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in data entry operations; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; 12 mos. trg. or 12 mos. exp. in office management.

-Or 6 mos. exp. as Data Entry Supervisor, 12335.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work evening or night shift.

CLASS TITLE: Data Entry Manager 2	CLASS NUMBER: 12337	BARGAINING UNIT: EX
---	-------------------------------	-------------------------------

EFFECTIVE DATE:

06/22/1990

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.)

Plans & administers multi-section data entry & data conversion operations (e.g., data entry, computer output microfilm & optical character recognition spanning multiple shifts & multiple locations statewide), supervises lower-level data entry managers, oversees work assignments & staff training, assists staff in resolving most sensitive &/or complex problems regarding customers, vendors &/or personnel or equipment problems, participates in resolution of grievances & develops, approves & enforces multi-section policies, procedures & standards.

Prepares multi-section budget & monitors expenditures; reviews existing rates & approves rate changes in conjunction with fiscal manager; monitors &/or coordinates customer billing; reviews profit/loss statements to determine impact of rates; evaluates equipment performance (e.g., optical scanner, microfilm developers, terminal network systems); researches new technology; requests &/or initiates purchase of new equipment &/or computer systems.

Oversees data entry system design & computer programming; directs lower-level data entry managers in preparing, reviewing & approving section work products (e.g., computer tapes, print-outs, punch cards, microfiche, microfilm, records & reports).

Represents agency in contacts with customers or potential customers; evaluates customer work processes/products, explains data conversion options & prices & determines available resources to complete work; contacts private sector companies to perform work segments; coordinates bidding process & evaluates bids; visits companies to ensure support capabilities; meets with customers to resolve problems & ensure satisfaction; meets with vendors regarding equipment/systems purchases or equipment problems.

MAJOR WORKER CHARACTERISTICS:

Knowledge of computer science/data processing; data entry operations; supervisory principles/techniques; management; office management; agency fiscal procedures; budgeting*; data entry equipment technology & operation. Ability to prepare & review financial, statistical &/or technical reports; define problems, collect data, establish facts & draw valid conclusions; handles sensitive contacts with agency representatives & vendors; interpret variety of technical material.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in computer science/data processing; 18 mos. trg. or 18 mos. exp. in data entry operations; 6 mos. trg. or 6 mos. exp. in management.

-Or 6 mos. exp. as Data Entry Manager 1, 12336.

-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:

Not applicable.