

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

DATA CODING OPERATOR

JOB DESCRIPTION

Employees in this job perform and oversee a variety of tasks where the operation of data coding equipment to convert data from source documents for computer entry is a substantial and/or essential part of the work.

There are four classifications in this job.

Position Code Title – Data Coding Operator-E

Data Coding Operator 5

This is the entry level. The employee performs a range of data coding assignments while learning the methods, processes, and procedures of the work.

Data Coding Operator 6

This is the intermediate level. The employee performs a range of data coding assignments in a developing capacity.

Data Coding Operator E7

This is the experienced level. The employee performs a full range of data coding assignments and uses judgment in making decisions where alternatives are determined by established policies and procedures.

Position Code Title – Data Coding Operator-A

Data Coding Operator 8

This is the advanced level. The employee either functions as a lead worker overseeing the work of others or as a senior worker. Senior-level employees consistently perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and uses the appropriate codes and entry formats for data being entered.

DATA CODING OPERATOR

PAGE No. 2

Enters alpha-numeric and symbolic data from various source documents into terminals and/or computers using multiple data entry systems and applications.

Retrieves, deletes, updates and corrects data on computer files.

Operates computer terminal on-line to transmit data to or receive data from computer.

Checks data for errors; makes corrections.

Responds to inquiries by providing information retrieved from electronic files.

Keeps records of work completed by logging in and logging out assignments.

Identifies diagnostic messages and takes necessary action to correct conditions.

Sorts, batches, routes and/or codes mail and other documents.

Routes and distributes reports to various departments.

Produces reports upon request by retrieving and printing data from computer files.

Files control records and work assignments.

Updates and utilizes manuals and other references.

Operates standard office equipment.

Performs related work as assigned.

Additional Job Duties

Data Coding Operator 8 (Senior Worker)

Regularly handles the most complex and difficult assignments in the work area as approved by Civil Service.

Resolves problems and answers questions for other workers.

Data Coding Operator 8 (Lead Worker)

Explains work instructions to others, adapting guidelines to the assignment as necessary.

Provides assistance and training to others in the work unit.

Establishes and revises work methods, forms, formats, and standards to improve operating efficiency.

DATA CODING OPERATOR

PAGE No. 3

Coordinates the work of the unit by determining priorities; scheduling, assigning and explaining work; and overseeing the completion of the work.

Assures that the work meets quality and production standards by reviewing the work for accuracy and monitoring output.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the operation of data coding equipment.

Knowledge of the use of codes and formats in the operation of keypunch and data coding equipment.

Knowledge of general record keeping and filing.

Ability to accurately and efficiently key encode alpha/numeric and symbolic data from source documents at a minimum of 9,000 keystrokes per hour (30 words per minute) required for some jobs.

Ability to operate various data coding equipment.

Ability to alphabetize, numerically rank, sort and batch documents.

Ability to follow, apply, interpret, and explain instructions and/or guidelines.

Ability to determine work priorities.

Ability to make decisions and take appropriate actions.

Ability to meet schedules and deadlines of the work area.

Ability to communicate effectively.

Ability to type.

Ability to operate standard office equipment.

DATA CODING OPERATOR

PAGE No. 4

Additional Knowledge, Skill and Abilities

Data Coding Operator 8 (Senior Worker)

Ability to determine the appropriate codes and most efficient formats for specific requests.

Ability to perform the most complex and difficult assignments as approved by Civil Service.

Resolves problems and answers questions for other workers.

Data Coding Operator 8 (Lead Worker)

Ability to explain instructions and guidelines and train others effectively.

Ability to organize and coordinate the work of the unit.

Ability to determine work priorities, assign work and review work for quality and production standards.

Ability to establish and revise operational standards.

Ability to assist others in solving work problems.

Working Conditions

None.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Data Coding Operator 5

No specific type or amount is required.

Data Coding Operator 6

One year of administrative support experience.

Data Coding Operator E7

Two years of administrative support experience, including one year equivalent to a Data Coding Operator 6, involving data coding/entry.

DATA CODING OPERATOR

PAGE No. 5

Data Coding Operator 8

Three years of administrative support experience, including one year equivalent to a Data Coding Operator E7, involving data coding/entry.

Special Requirements, Licenses, and Certifications

Certain positions may require a criminal history background check.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
DATACDOPR

Job Code Description
Data Coding Operator

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Data Coding Operator-E	DATAOPRE	W41-002
Data Coding Operator-E	DATAOPRE	NERE-001
Data Coding Operator-A	DATAOPRA	W41-009
Data Coding Operator-A	DATAOPRA	NERE-004

ECP Group 1
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