

APPROVED

MASSACHUSETTS DEPARTMENT OF PERSONNEL ADMINISTRATION

DEC 5 1 1987

CLASSIFICATION SPECIFICATION

Department of Personnel
Administration

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I. STATISTICAL MACHINE OPERATOR SERIES:

Statistical Machine Operator I
Statistical Machine Operator II

II. SUMMARY OF SERIES:

Incumbents of positions in this series set up and operate equipment such as interpreters, sorters, collators and tabulators; prepare machines for operation; check the accuracy of key punching; correct key punch errors; and perform related work as required.

The basic purpose of this work is to process large volumes of data using electromechanical tabulating equipment.

III. ORGANIZATIONAL LEVELS:

Statistical Machine Operator I is the entry-level clerical job in this series.

Statistical Machine Operator II is the first-level supervisory job in this series.

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Sets up equipment such as interpreters, sorters, collators and tabulators by selecting and setting controls and operates such machines by manipulating controls such as switches and keys.
2. Prepares machines for operation by wiring control panels or selecting appropriate prewired control panels in accordance with detailed written or oral instructions.
3. Prepares program cards for key punch projects.
4. Checks accuracy of key punched cards by comparing data on cards with the information on source documents; operates such standard electric office equipment as typewriter-style keyboard-controlled data entry machines to correct key punch errors.
5. Performs related duties such as delivering completed work to appropriate units or departments; operating general office machines including typewriters, adding and mimeograph machines and postage meters.

V. DIFFERENCES BETWEEN LEVELS IN SERIES:

Statistical Machine Operator II:

Incumbents of positions at this level also:

1. Design and implement new or revised work procedures to increase the efficiency and production levels of unit personnel.

2. Determine the set up of such machines as collators and binders based on requirements of particular assignment.
3. Prepare statistical reports to document work in progress or completed assignments.
4. Advise management of priorities, deadlines and feasibility of requests based on an evaluation of the complexity and volume of material to be processed and the personnel available for the assignment(s).
5. Perform related duties such as maintaining and purging files and determining the need for major repairs of equipment.

VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with department personnel and other agency personnel.

VII. SUPERVISION RECEIVED:

Statistical Machine Operator I:

Incumbents of positions at this level receive direct supervision from Statistical Machine Operators or other employees of higher grade who provide training, assign work and review performance through written and verbal reports and inspection for effectiveness and conformance to standard procedures.

Statistical Machine Operator II:

Incumbents of positions at this level receive general supervision from employees of higher grade who provide instruction, assign work and review performance through written and verbal reports and inspection for effectiveness and conformance to standard procedures.

VIII. SUPERVISION EXERCISED:

Statistical Machine Operator I:

None.

Statistical Machine Operator II:

Incumbents of positions at this level exercise direct supervision (not through an intermediate level supervisor) over, assign work to and review the performance of 6-15 clerical personnel and statistical machine operators.

IX. WORKING CONDITIONS:

Statistical Machine Operators work in an office environment near the machinery.

X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Knowledge of the types and uses of electromechanical tabulating equipment.
2. Knowledge of the methods and techniques of operating electromechanical tabulating equipment.
3. Knowledge of the terminology, codes and standard abbreviations used in connection with electromechanical tabulating equipment.
4. Knowledge of clerical office practices and procedures including office record keeping.
5. Skill in operation of typewriter-style key entry equipment.
6. Ability to read, write and comprehend the English language.
7. Ability to follow oral and written instructions.
8. Ability to work accurately with names, numbers, codes and/or symbols.
9. Ability to maintain accurate records.
10. Ability to assemble items of information in accordance with established procedures.
11. Ability to understand, apply and explain the policies, procedures, specifications, standards and guidelines governing assigned unit activities.
12. Ability to establish and maintain harmonious working relationships with others.
13. Manual dexterity.

Additional qualifications required at hire for Statistical Machine Operator II positions:

1. Ability to give oral and written instructions in a precise and understandable manner.
2. Ability to prepare and use charts, graphs and tables.
3. Ability to determine proper format and procedures for assembling items of information.
4. Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations; determining subor-

dinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.

XI. QUALIFICATIONS ACQUIRED ON JOB AT ALL LEVELS IN SERIES:

1. Knowledge of the policies, procedures, specifications, standards and guidelines governing assigned unit activities.
2. Knowledge of the types and uses of agency forms.

Additional qualifications acquired on job in Statistical Machine Operator II positions:

1. Knowledge of the principles, practices and techniques of supervision.

XII. MINIMUM ENTRANCE REQUIREMENTS:

Statistical Machine Operator I:

Applicants must have at least six months of full-time, or equivalent part-time, experience in the operation of electronic data processing data entry equipment or statistical or tabulating machines such as keypunch, key to disc, key to tape equipment and verifiers.

Statistical Machine Operator II:

Applicants must have at least one year of full-time, or equivalent part-time, experience in the operation of electronic data processing data entry equipment or statistical or tabulating machines such as key punch, key to disc, key to tape equipment and verifiers.

XIII. SPECIAL REQUIREMENTS:

None.

Occupational Group 16

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