

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Data & Operations Supervisor

JOB CODE: 002408

DATE PREPARED: April 2, 1992

Revised: April 20, 1994

SUMMARY STATEMENT

The incumbent plans, directs, and manages the Company's data input functions in an operational environment to ensure adequate, timely, and effective services to user organizations.

DIMENSIONS

The incumbent has primary impact upon the operating budget and supervises NENBU and Exempt employees who work in a production multiple-shift environment. The Data & Operations Supervisor reports to the Data Center Operations Section Chief.

NATURE AND SCOPE

1. Directs and manages activities of employees performing multiple-production tasks and schedules employees in multiple-location centers to meet production and work load requirements;
2. Confers with management who provides input and utilizes output as a management tool;
3. Ensures scheduled quality services are met within assigned area of responsibility;
4. Develops accurate, timely documentation and maintains integrity of databases;
5. Oversees and enforces compliance to security responsibilities as it applies to classified functions; has a working knowledge of computer security procedures;
6. Reviews operational budget to propose and affect cost reduction;
7. Evaluates employee performance and recommends personnel actions accordingly;
8. Maintains knowledge of and complies with designated DOE Orders;
9. Directs staff in the gathering, compiling, and reporting of statistics involving operational functions;
10. Provides direction for the administrative function of procurement and requisition of materials and supplies;
11. Confers with pertinent management to determine file retention and archival standards;
12. Determines and establishes job standards, Desk-Top instructions, and guidelines to promote productivity; streamlines existing procedures accordingly;
13. Reviews, researches, and analyzes select work requests; prepares daily activity progress, and problem reports;
14. Serves as primary contact for daily activities and application problems; determines assistance requirements; researches, trouble-shoots, and implements corrective action accordingly; interfaces with pertinent managers for solutions to problem areas;

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15. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
16. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent collaborates and maintains effective liaisons between all levels of management in the organization for the purpose of overall production conformance to requirements.

WORK CONDITIONS

General office conditions exist most of the time, although occasional field trips are necessary.

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REQUIRED WORK EXPERIENCE

This position requires six years of varied data processing experience that includes its terminology, administration, technical, and administrative writing skills, plus the ability to work with people of variable backgrounds.

REQUIRED TRAINING

This position requires advanced vocational training and two years experience with microcomputers or minicomputers (VAX).

OTHER SPECIAL QUALIFICATIONS

None.