

## DATA SUPERVISOR

Personnel assigned as Data Supervisor will generally be responsible for administration of traffic measuring devices, scheduling and collection of data and validation and provision of data. This position is dictated solely by need. This need is identified in the span of control of the Network Supervisor and number of clerks required to perform the data job activities. If the number of clerks required for service and data activities exceeds the span of control of the Network Supervisor, there is a need for a Data Supervisor.

This position is possible in both the metropolitan and outstate area organizations. The data activities are related to electromechanical type switching equipment *only*.

The activities for which this position is responsible include planning, scheduling and directing data processing activities, traffic measuring device layout and administration, and all other activities related to satisfying demand for valid data for administration, engineering and use by other organizational groups.

There is a negligible amount of interdepartmental coordination, but close coordination is required between this position's incumbent and the central office maintenance supervisor and Network Design Engineer.

DUTIES AND RESPONSIBILITIES	PERCENT OF TOTAL TIME
A. Data Scheduling, Collection and Processing	60
B. Traffic Measuring Device Administration	20
C. Data Report Preparation	10
D. Miscellaneous	10

### NOTICE

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**JOB TITLE: DATA SUPERVISOR**

**DEPARTMENT: NETWORK**

**SUPERVISOR: NETWORK SUPERVISOR—ELECTROMECHANICAL**

**JOB SUMMARY**

This position is responsible for the administration of all traffic measuring devices, scheduling and collection of data, validation of all network data processed, and coordination of the data processing activities in a manual or partially mechanized environment. The traffic measuring devices include the dial tone speed machine, the traffic usage recorder, any associated mechanized equipment and any portable measuring equipment. Any one or more of a series of mechanized environments could be in use or the collection of data could still be manual (in very few instances). This position can be in either a metropolitan or outstate area.

The area of responsibility for this position would usually encompass between two and four entities of local switching equipment in a metropolitan area, but substantially more in an outstate area. This equipment is electromechanical and could be any one or a combination of panel, step-by-step, or crossbar types.

**DUTIES AND RESPONSIBILITIES**

**60% A. Receives requests for data, plans and controls the scheduling and collection of data, supervises validation of data, and oversees generation of sufficient data to satisfy data requirements.**

- (1) Originates plans to insure that timers are accurately set and that input documents controlling data collection are accurate and complete. Coordinates and negotiates with central office maintenance supervisor and Network Supervisor to overcome any obstacles that develop in data collection process.
- (2) Supervises and conducts busy hour studies as planned by Network Supervisor. Assists Network Supervisor in selection and verification of busy hours.
- (3) Receives schedule for load balance data from Assignment Supervisor. Directs scheduling, collection, validation and processing of these data and provides to Assignment Supervisor and Network Supervisor.
- (4) Receives data collection schedules from Network Supervisor. Directs and supervises scheduling, collection, and validation of data. Negotiates for compromises when volume of data required exceeds data processing capabilities.
- (5) Cooperates with Network Supervisor in establishing parameters for exception reports and "quick look" reports. Provides these real-time data to Network Supervisor.
- (6) Controls scheduling, collection and processing of data required for monthly peg count reports. Distributes these reports to Network Supervisor.
- (7) Originates a plan which enables the clerks to identify obvious data troubles. Oversees clerical activities related to identifying these troubles. Receives trouble tickets from clerk and reviews. Forwards to Network Supervisor and monitors ticket returns to insure the prompt correction of data troubles.
- (8) Receives indications of missing or unusable data from clerks. Analyzes available data and reconstructs missing data when possible.

- (9) Supervises activities and negotiates for elimination of obstacles related to the scheduling, collection and processing of all data requirements. Oversees and controls the activities of reporting clerks.

**20% B. Administers all traffic measuring devices to insure proper provisioning, layout, and assignments. Controls the overall operation of the devices.**

- (1) Assists Network Supervisor and Network Design Engineer in designing the TUR layout.
- (2) Receives network design order from Network Supervisor. Reviews provision of measuring devices and traffic registration equipment to determine adequacy and to insure that all features are completely utilized and that sufficient registration equipments are assigned. Advises Network Supervisor of inadequacies or problems.
- (3) Receives TUR and peg count assignments (including mechanized systems) and dial tone speed machine assignments from clerk. Reviews for accuracy and completeness and forwards to Network Supervisor for review and subsequent distribution to the central office maintenance supervisor.
- (4) Prepares TUR and peg count cross-connections (including mechanized systems), and forwards to Network Supervisor for review and distribution to central office maintenance supervisor.
- (5) Directs and controls the preparation of conversion assignment records (if converting to a mechanized data system). Cooperates in preparation of all other master file assignments and inputs to centralized data manager.
- (6) Assists central office maintenance supervisor in supervising the verification of measuring devices and registration equipment. Cooperates with central office maintenance supervisor in trouble correction.

**10% C. Receives, computes, checks accuracy of, coordinates, and distributes to the Network Supervisor all reports related to the data activities.**

- (1) Prepares schedule for report preparation. Receives reports from clerks, reviews for accuracy, recomputes if necessary and forwards to Network Supervisor. (Reports required relate to quality of data collection processes and status of measuring devices.)

**10% D. Miscellaneous**

- (1) Administers personnel-related activities for reporting clerical force (Company policy and objectives, training, safety, absences, etc).
- (2) Maintains positive relations with the vocational representative group.
- (3) Maintains positive interdepartmental working relationships.

**SCOPE AND NATURE OF SUPERVISION**

- (1) Reports to and works closely with Network Supervisor—Electromechanical. Immediate supervisor is kept informed of activities and possible problem areas and is available for guidance when required. Immediate supervisor is involved in the setting of the overall goals and policies, but is not usually contacted regarding the day-to-day activities and decisions.

**DIVISION A, SECTION 3**

**Appendix 4**

- (2) The incumbent has between five to nine reporting clerks depending on the nature of the data job (e.g., amount of data required, mechanized or non-mechanized environment, quantity of traffic measuring devices, numbers and types of central offices, and numbers of busy hours for these offices).
- (3) Guides for this position are detailed departmental and local policies, (DFMPs, TFPs, DAPs, staff-level procedures, union contracts and some district or manager level "agreed upon" policies).