

NETWORK SUPERVISOR—DATA

Personnel assigned as Network Supervisor(s)—Data will generally be responsible for reacting to requests for data from network supervisors and other data users, and coordinating all activities required to insure that accurate and valid data are provided to the users. Coordination of scheduling, data base update form preparation and provision of accurate real-time data to users are major areas of responsibility.

This position is an important member of the "team" responsible for data administration. A significant amount of coordination with the Network Supervisor—CCU and Network Supervisor—TNDS is required in addition to that interaction required with the local network supervisors.

The area of responsibility for this position is dependent upon the incumbent's organizational location (local administration or centralized TNDS organization), as well as the number of offices and amount of change activity.

DUTIES AND RESPONSIBILITIES	PERCENT OF TOTAL TIME
A. DCA Administration	25
B. TNDS Data Base Administration	25
C. Data Quality Control	20
D. Transition Management	10
E. Training	10
F. Miscellaneous	10

Note: Any reference to the Bell System TNDS configuration may be substituted by outside vendor names, if applicable. All recommendations should apply with minimal modification when utilizing other vendor products.

NOTICE

Not for use or disclosure outside the
Bell System except under written agreement

JOB TITLE: NETWORK SUPERVISOR—DATA

DEPARTMENT: NETWORK

SUPERVISOR: NETWORK MANAGER—ADMINISTRATION OR NETWORK MANAGER—STAFF

JOB SUMMARY

This position is responsible for the data administration activities of data scheduling and collection, maintenance of data base accuracy and controlling the overall data generation activities. This position is responsible for reacting to requests for data from network supervisors and other data users, and for coordinating all activities involved in ensuring that accurate and valid data are provided to the requesting user. Schedule coordination, data base update and provision of accurate real-time data to users are the major functional areas of responsibility.

Incumbent's area of responsibility is dependent upon whether this position is in a local administration organization or a centralized TNDIS organization. In a local organization this position would be responsible for the Network Manager—Administration's area. In a centralized group, the area of responsibility is dependent upon the location of the central group and its serving area. Area of responsibility for this position depends also on amount of required activity related to data administration and the number of clerks required to handle this activity. An additional Network Supervisor—Data is required if the span of personnel control for this position is exceeded.

DUTIES AND RESPONSIBILITIES

25% A. Directs and controls the administration of all data collection apparatus (DCAs) in area of responsibility to ensure proper and adequate equipment provisioning, layout, assignment and verification. Controls overall operation of DCAs.

- (1) Develops and provides to Network Design Engineer the required input related to provisioning of local DCAs. Advises engineer on arrangement of electronic traffic data converters (ETDC), ETDC input card ordering, and any other aspects of measuring equipment ordering.
- (2) Reviews network design order details to insure adequacy of DCA arrangements and assignments, and to insure that all features are utilized. Negotiates with the Network Design Engineer to resolve problem areas.
- (3) Supervises the preparation of assignments and cross-connections of all ETDCs, TURs and other DCAs. Reviews the assignments and cross-connections for accuracy, approves and distributes accordingly.
- (4) Coordinates with the Maintenance Supervisors and/or Network Supervisor—CCU to insure the timely and accurate implementation of DCA assignments and cross-connections.
- (5) Coordinates with the Network Supervisor—CCU the verification and routine tests of all TURs, ETDCs, and other DCAs. Analyzes results and initiates appropriate action.
- (6) Directs the analysis of data, system reports and referred data discrepancies to determine cause of problems related to DCA or measuring device operation or data base.
- (7) Resolves measuring device data base problems, e.g., assignments and cross-connection errors.
- (8) Refers suspected hardware problems to central control personnel for resolution.

25% B. Controls and directs the development and administration of the data bases (definitions, circuit grouping maps, etc.) required to insure the integrity of the total network data system (EADAS, EADAS/ICUR, and TDAS/CU).

- (1) Prepares a method of procedure (MOP) for the conversion of offices to the total network data systems (TNDS). Insures that the conversion MOP is followed.
- (2) Directs and coordinates the assemblage of the required data from network supervisors and design engineers to construct data bases for offices being converted to EADAS, EADAS/ICUR and TNDS.
- (3) Oversees the preparation of EADAS, EADAS/ICUR and TDAS/CU conversion source documents. Reviews documents for accuracy, approves, and forwards to the Network Supervisor—CCU and Network Supervisor—TNDS.
- (4) Supervises the preparation of system definitions relating to collection schedules, channel-entity identification, report format, etc. Reviews for accuracy, approves and forwards to Network Supervisor—CCU.
- (5) Supervises the analysis of all circuit orders, network design orders (additions) and Western Electric activity to determine required changes in the EADAS, EADAS/ICUR and TDAS/CU data base.
- (6) Responsible for preparation of changes in data collection unit (DCU), data collection device (DCD), and circuit grouping map (CGM) assignments. Reviews for accuracy, approves and forwards to Network Supervisor CCU and/or TNDS.
- (7) Receives data requests from network supervisors, maintenance managers and other users. Supervises preparation of traffic measurement request (TMR) and ICAN report requests. Reviews for accuracy and forwards to Network Supervisor—TNDS.
- (8) Receives all other information required to insure data base integrity (main station counts, trunk group counts, etc) and supervises preparation of input documents required. Reviews, approves and forwards to Network Supervisor—TNDS.
- (9) Coordinates with Network Supervisor—CCU and/or Network Supervisor—TNDS to synchronize data base updates inputs.
- (10) Receives and analyzes all “data base output reports” to detect errors in the input data. Supervises the generation of corrected inputs and forwards to the Network Supervisor—TNDS.
- (11) Receives and analyzes all TDAS “administrative” reports for indications of improper data collection procedures and/or poor quality data. Initiates corrections as required.
- (12) Receives and analyzes ICUR map exception reports and all ICAN reports to insure accuracy and integrity of the ICUR map. Supervises the resolution of ICUR map problems.
- (13) Supervises the maintenance of all documentation (data base inputs) required for EADAS, EADAS/ICUR and TDAS data generation.

20% C. Reviews and studies both real-time exception reports and any downstream outputs related to quality or validity of data output to users.

- (1) Cooperates in review of “exception report” data with network supervisors for identification of data quality errors. Analyzes reports and initiates corrective action as required.

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- (2) Analyzes downstream data quality reports (and other reports as required) for identification of data quality errors. Initiates corrective action as required.
- (3) Oversees initiation of data trouble reports by clerks. Reviews and distributes to maintenance supervisor, switching control center (SCC) or Network Supervisor—CCU as appropriate. Coordinates follow-up procedures to eliminate data errors.

10% D. Participates as Network Administration representative in all transition management activity related to measuring device equipment and DCAs.

- (1) Analyzes method of procedures (MOP) for all measuring equipment and DCA installation, additions or rearrangements. Negotiates to eliminate problems affecting data quality. Coordinates acceptance of DCAs and measuring devices.
- (2) Coordinates MOP activity with Maintenance Supervisor and Network Supervisor—CCU, as well as with local network supervisor.

10% E. Trains users in efficient use of output reports, both real-time and downstream. Assists network supervisors and other users in interpretation and analyzation of data outputs.

- (1) Provides necessary interface between network supervisor and other users on problems related to adequate, timely and meaningful data generation.

10% F. Miscellaneous

- (1) Oversees preparation by clerks of all administrative reports required. Reviews and endorses reports, and distributes accordingly.
- (2) Administers personnel-related activities for reporting clerical and maintenance force (Company policy and objectives, training, safety, absences, etc).
- (3) Develops procedures to insure adequate work force, adequate training, organizational efficiency and management development.
- (4) Maintains positive relations with the vocational representative groups.
- (5) Maintains positive interdepartmental working relationships.

SCOPE AND NATURE OF SUPERVISION

- (1) Reports to either a Network Manager—Administration (in local administration organization) or a Network Manager—Staff (in centralized TNDS organization). In the local organization, incumbent would report to manager along with two to four network supervisors. In the centralized TNDS organization, incumbent reports to Manager—Staff along with the Network Supervisor—CCU and Network Supervisor—TNDS and possibly other staff supervisors not related to TNDS functions. Reporting to this position are nine non-management clerks.
- (2) Incumbent is an important link in the overall data administration process and is responsible for reacting to users' requests for data through proper scheduling and reacting to users' demands for valid data through maintenance of an accurate data base. Complete data base responsibility lies with this position. A significant amount of interaction is required between this position and the Network Supervisor—CCU and Network Supervisor—TNDS. This cooperation and team approach toward the data administration activities is very important to the provision of useful data. Immediate supervisor is involved in setting of the overall goals and policies. Most of the activities of this position, however,

are not subject to supervisory review, and the manager (in either organization) is able to provide review of the activities only.

(3) Guides for this position include DFMPs, BSPs, position practices, and local policy statements. There is ample documentation for most activities related to input form preparation and output report interpretation. This documentation is quite technical and detailed, however, and may require adaptation for clerical use as well as some supplementary training of reporting personnel. The activities of this position related to the identification and correction of data base errors and analysis of output reports require skills that are not thoroughly documented. Much of incumbent's time and energy are spent in this area.