

## IMAGE PROCESSING TECHNICIAN SERIES

| <u>Code No.</u> | <u>Class Title</u>              | <u>Occ. Area</u> | <u>Work Area</u> | <u>Prob. Period</u> | <u>Effective Date</u> |
|-----------------|---------------------------------|------------------|------------------|---------------------|-----------------------|
| 4709(3979)      | Image Processing Technician I   | 04               | 592              | 6 mo.               | 04/26/01              |
| 4710(3979)      | Image Processing Technician II  | 04               | 592              | 6 mo.               | 04/26/01              |
| 4711(3979)      | Image Processing Technician III | 04               | 592              | 6 mo.               | 04/26/01              |
| 4844(3979)      | Image Processing Technician IV  | 04               | 592              | 6 mo.               | 04/26/01              |

### *Promotional Line: 61*

#### Series Narrative

Employees in this series prepare documents for processing, operate or supervise the operation of electronic imaging and computer equipment and verify that input is accurate, timely and appropriately accessible.

#### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Image Processing Technician I** **4709(3979)**

Employees at this level are responsible for completing simple, routine scanning and data entry responsibilities. There is limited interaction with outside agencies or with other departmental staff. They work within very specific parameters under direct supervision.

An Image Processing Technician I typically –

1. receives training in the scanning, indexing, and verification of documents and data entry procedures.
2. prepares documents for scanning and scans in accordance with end-user specifications, removing extraneous material and repairing documents as necessary.
3. assembles documents accurately, collating material, and checking for completeness and print quality, etc.
4. forwards incomplete documents for further processing.
5. checks record numbers against master records to ensure accuracy of indexing.
6. performs simple, progressively responsible data entry operations from uncoded and precoded documents.
7. reviews and edits information prior to coding.
8. complies with production standards and maintains personal production records.

9. performs various clerical activities associated with the duties such as sorting, filing and retrieving documents in a timely manner.
10. performs other related duties as assigned.

**Level II: Image Processing Technician II****4710(3979)**

Employees at this level are fully trained technicians, responsible for operating data entry machines rapidly and accurately as part of the overall function of scanning documents and records maintenance. They may communicate with external parties and/or respond to requests and questions from staff. They work within defined procedures under general supervision.

An Image Processing Technician II typically –

1. reviews uncoded or partially coded source documents, converting data before entry, makes coding corrections as necessary.
2. operates data entry machines and checks accuracy of data entered against source document as well as edits output for errors.
3. prepares all types of documents for scanning and indexing in accordance with established procedures.
4. scans documents (hard-copy and/or microform) using various equipment.
5. verifies scanned images and coding of raw source data to assure accuracy, accessibility, and usability of information retained. Takes appropriate steps to correct errors and misreads.
6. performs scheduled and ad-hoc information and/or image retrieval tasks responding to basic information requests or in response to general inquiries.
7. maintains logs and production records and completes simple reporting as needed.
8. assembles, sorts, and files completed source documents or sheets after verification.
9. performs other related duties as assigned.

**Level III: Image Processing Technician III****4711(3979)**

Under general supervision, employees in positions at this level of the series serve as senior operators or resident experts performing the most difficult coding, scanning, data entry, or training. They may assist in the supervision or coordination of work for other staff.

An Image Processing Technician III typically –

1. orients end-users of scanned documents in retrieval techniques and procedures.
2. serves as resource to application developers and may assist in the development of new programs, procedures, or policies.

3. participates in the development and delivery of training of processes and procedures.
4. serves as coordinator for operational and preventative maintenance performed on scanners and printers.
5. operates data entry devices to retrieve information from data base in order to respond complex user inquiries or to compile listings or reports requiring classification of data.
6. edits data output for errors.
7. maintains records of accuracy and efficiency of department operations.
8. recognized expert in any lower level data processing activity assigned.
9. performs other related duties as assigned.

**Level IV: Image Processing Technician IV****4844(3979)**

Under administrative direction, an employee at this level of the series plans, coordinates, directs, and is accountable for the activities of a data entry/imaging department.

An Image Processing Technician IV typically –

1. serves as organization resource for planning of and responding to the most complex operational questions regarding receipt, recording, and distribution of vital organizational data.
2. supervises, assigns, reviews, and coordinates the work of Image Processing Technicians.
3. coordinates and/or creates and delivers training to Image Processing Technicians or other staff.
4. develops production schedules and controls to regulate volume and accuracy of data maintenance activities.
5. maintains statistical data to monitor and/or improve department efficiencies.
6. initiates new, or revises existing data processing applications, techniques or procedures.
7. approves or recommends new hires, promotions, demotions, and other changes for department personnel.
8. creates reporting concerning area operations.
9. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO**Level I: Image Processing Technician I****4709(3979)**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any one or combination of the following credentials:
  - (a) work experience involving the receipt, review, and filing of information and/or records which included the use of electronic record keeping
  - (b) college course work in data processing, computer programming, or records management
  - (c) vocational training in data processing, computer programming, or records management

that totals 1.0 unit according to the following conversion rates:

6 months of "a" = 1 unit

15 semester hours of "b" = 1 unit

6 months of "c" = 1 unit

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Aptitude for filing documents in chronological, numeric, and alphanumeric filing systems
2. Ability to organize work
3. Ability to operate computer keyboard
4. Manual dexterity necessary for placement, scanning, committal, and printing of documents
5. Visual acuity, and ability to recognize downloads of all types

**Level II: Image Processing Technician II****4710(3979)**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any one or any combination of the following types of preparation:
  - (a) work experience involving the receipt, review, and filing of information and/or records which included the use of electronic record keeping

- (b) college course work in data processing, computer programming, or records management
- (c) vocational training in data processing, computer programming, or records management

that totals 1.0 unit according to the following conversion rates:

18 months of "a" = 1.0 unit

30 semester hours of "b" = 1.0 unit

18 months of "c" = 1.0 unit

Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different type of Preparation.

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Working knowledge of image processing techniques
2. Working knowledge of chronological, numeric, and alpha-numeric filing systems
3. Skill in data entry
4. Ability to organize and schedule work
5. Ability to maintain production records and complete reports
6. Manual dexterity needed for placement, scanning, committal, and printing of documents
7. Visual acuity, and ability to recognize documents of all types

#### **Level III: Image Processing Technician III**

**4711(3979)**

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any one or combination of the following types of preparation:
  - (a) work experience involving the receipt, review, and filing of information and/or records which included the use of electronic record keeping
  - (b) college course work in data processing, computer programming, or records management

that totals 1 unit according to the following conversion rates:

36 months of "a" = 1 unit

60 semester hours = 1 unit

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Broad knowledge of image processing techniques
2. Working knowledge of chronological, numeric, and alpha-numeric filing systems
3. Skill in data entry
4. Ability to assist in the supervision of others
5. Ability to organize and schedule work
6. Ability to maintain production records and complete reports
7. Manual dexterity necessary for placement, scanning, committal, and printing of documents
8. Visual acuity, and ability to recognize documents of all types

#### **Level IV: Image Processing Technician IV**

**4844(3979)**

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any combination of the following types of preparation:
  - (a) work experience involving the receipt, review, and filing of information and/or records which included the use of electronic record keeping
  - (b) college course work in data processing, computer programming, or records management

that totals 1 unit according to the following conversion rates:

60 months of "a" = 1 unit

120 semester hours or Bachelor's degree = 1 unit

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Supervisory ability

|                                      |         |
|--------------------------------------|---------|
| Image Processing Technician I .....  | Revised |
| Image Processing Technician II.....  | Revised |
| Image Processing Technician III..... | Revised |
| Image Processing Technician IV.....  | New     |

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