

Ministry: Health
Branch: Pharmacare
Location: Victoria

Working Title: **Keypunch Operator**
Level: Range 9
Classification: Keypunch Operator (Obsolete)

PRIMARY FUNCTION

To key and sight verify numeric data for Pharmacare plans submitted to data entry unit.

JOB DUTIES AND TASKS

1. Keys data for Pharmacare plans
 - a. accesses and updates data for Pharmacare plans
 - b. keys data from Pharmacare plan forms using data entry machine
 - c. identifies wrong codes and legibility problems and refers to supervisor
 - d. completes and adds production sheets
 - e. checks number of prescription receipt on submissions

2. Sight verifies data
 - a. ensures that data entered is accurate and complete
 - b. checks data entry to find typographical errors
 - c. enters changes to incorrectly entered data
 - d. completes data and correction slips

3. Performs other related duties
 - a. gives informal guidance on policies and procedures to co-workers
 - b. identifies and refers terminal function problems to computer staff
 - c. files bundles of data by Pharmacy code number and invoice number
 - d. requests office supplies
 - e. performs telephone reception duties such as taking messages

REASON FOR CLASSIFICATION

Benchmark Job #022

Job Title: Keypunch Operator

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know several work tasks and how to read and write to input and verify data and operate data entry equipment.</p>	B	40
2	<p>MENTAL DEMANDS Judgement to select a known action in completing specific tasks to enter data and identify wrong codes or legibility problems, resolve minor machine malfunctions and report discrepancies to supervisor.</p>	B	40
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Courtesy required to exchange information related to data entry duties with co-workers and supervisors.</p>	A	10
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to input numerical data on computer with speed and accuracy.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by set routines, makes minor changes in known job tasks to enter data in computer terminal, identify discrepancies and legibility problems and report these to the supervisor.</p>	A	15
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Financial responsibility to request office supplies.</p>	A	5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Some responsibility to access and update numeric data for Pharmacare plans on computer system.</p>	B	10

REASON FOR CLASSIFICATION

Benchmark Job #022

Job Title: Keypunch Operator

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to give informal guidance to co-workers on policies and procedures.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense sensory concentration to almost always visually focus on source documents or screen to enter data using keyboard and sight verify.	D	18
11	PHYSICAL EFFORT Relatively heavy physical effort to almost always keyboard with speed and accuracy to enter numeric data.	D	18
12	SURROUNDINGS Exposure to crowded office setting with background noise almost always.	B	4
13	HAZARDS Moderate exposure to hazards from production keyboarding almost always.	C	6

Total Points: 198.5

Level: Range 9