

# Classification and Qualification



# STANDARDS

The California State University System

## Power Keyboard Operator Series

Class Title	Class Code	Date Established	Date Revised	Occupation Index Reference
Power Keyboard Operator Trainee	1408	4-1-79	—	D-3
Power Keyboard Operator	1409	6-4-73	4-1-79	D-3

### SERIES DEFINITION:

Classes in the Power Keyboard Operator Series are provided for positions in which the operation of text-editing power keyboards is a substantial responsibility. The operation of text-editing power keyboards requires skills and abilities distinctly different from those required of a conventional office typist. Although highly proficient typists can learn the rudimentary aspects of power in a fairly short period of time, to become proficient in its total operation, they must learn to think in terms of linear sequence. The "conceptualization" ability is necessary to input linear phrases onto non-linear media in order to eventually produce a linear output. In learning layout and the methods for recording information on new media, this "conceptualization" skill distinguishes Power Keyboard Operators from conventional typists. In order to justify allocation to any class in the series, it must be demonstrated that the performance of the tasks listed is a substantial requirement of the position on a continuing basis.

Typically, incumbents operate text-editing power keyboards utilizing conventional typing skills, as well as the specialized procedures and operations of input, text-editing, coding and storage systems, dependent upon the capabilities of the machine. Incumbents produce a variety of documents such as letters, memoranda, charts, forms, masters, reports, tabular materials, educational materials, labels, envelopes, and manuals in draft and final form in "cold type," from handwritten, typed or dictated materials. Incumbents plan the format and layout of the material they type, using standardized procedures, instructions from the originator or supervisor, or their own judgment of spatial relationships to produce eye-appealing copy. Incumbents revise material when required, making necessary deletions and insertions; use variable applications for individualizing form letters, and check output for spelling, punctuation, grammar, consistency, format and spacing. Incumbents may also define time constraints and coordinate format problems with the originators; transcribe from various kinds of dictation equipment with direct input to text-editing power keyboards. They also index and file recorded media; may keep a log of input and output recorded; and are responsible for a timely output. As required, incumbents may also perform various clerical duties associated with the position to which they are assigned.

The series describes two levels of power keyboard operation. The Power Keyboard Operator Trainee class is provided for positions in which incumbents who already possess conventional typing skills learn the operation of text-editing power keyboards. The Power Keyboard Operator class is the journey-level class and, as such, performs the full range of power keyboard operator duties on text-editing keyboards.

Positions in this series are distinguished from the Graphics Specialist Series by the absence of any responsibility for frequent operation of composing or other typesetting equipment; however, such duties may be performed by power keyboard personnel in a training situation, in order to acquire the necessary skills and experience for performance of duties in the Graphics Specialist Series at the journey level.

## DEFINITION OF LEVELS

### **Power Keyboard Operator Trainee**

The Power Keyboard Operator Trainee class is the entry level class within the series and, as such, requires no experience in the operation of text-editing power keyboards. Under immediate supervision, incumbents learn to operate the text-editing power keyboard equipment pertinent to the work unit, utilizing a solid background of conventional typing skills and thorough knowledge of the formats of various documents. Initially, incumbents function with limited independence, performing the least complex power keyboard tasks, such as preparation of repetitive letters, envelopes and reports, and gradually increase their skills in order to perform the full range of power keyboard operator assignments outlined in the series definition.

**Special Note to Users:** After successful completion of training at this level, incumbents who have demonstrated ability to perform at the journey level shall be considered eligible for a Power Keyboard Operator position. The normal training period for positions in this class is six months. As it is a training class, and not intended for the employment of journey-level operators, appointments to positions in this class may not exceed one year; therefore, this class should be used only when appointment to or transition into the journey-level class is possible.

### **Power Keyboard Operator**

Under general supervision, Power Keyboard Operators operate text-editing power keyboards at the journey level. They perform the *full range* of duties outlined in the series definition, and are proficient in the various control and code functions of keyboarding, text-editing, storage and output.

Power Keyboard Operator encompasses the conceptualization skill necessary to operate equipment with "memory unit" capabilities. Incumbents may train and lead Power Keyboard Trainees in a small department. Incumbents in the Power Keyboard Operator class are distinguished from those in the Graphics Specialist class in that they are not required to know composer copymarking or operation of typesetting equipment; however, since this class may serve as the entry level for the Graphics Specialist I class, operators may, under immediate supervision, learn the elements of advanced typesetting techniques, and may perform these duties on a limited basis in a training capacity.

## MINIMUM QUALIFICATIONS:

### **Knowledges and Abilities:**

#### **Power Keyboard Operator Trainee:**

Working knowledge of the format of business reports, charts, letters, graphs, documents and terminology; thorough knowledge of English grammar, spelling and punctuation.

Ability to type at a corrected rate of 60 words per minute for sustained periods of time; ability to work in a production-oriented environment with frequent deadline pressures; ability to conceptualize linear sequence and to learn machine coding; ability to judge spatial relationships; ability to read and write at a level appropriate to the duties of the position; and ability to establish and maintain cooperative working relationships with others.

**Power Keyboard Operator:**

Thorough knowledge of the capabilities and characteristics of the text-editing power keyboard appropriate to the position; general knowledge of the format of standard business reports, charts, letters, graphs, documents and terminology; thorough knowledge of English grammar, spelling and punctuation.

Ability to operate a text-editing power keyboard appropriate to the position, using the specialized procedures and operations of a solid state input/output and storage system; ability to select the proper format and style for a variety of typing projects using independent judgment, as well as standardized procedural instruction from the originator and/or coordinator; ability to conceptualize intended output when revising directly on recording media without the immediate availability of output copy; ability to establish format and spatial relationships for charts and statistical outlines; ability to judge spatial relationships; ability to coordinate the timely production of individual projects from start to finish in the absence of a supervisor and to coordinate format, style and special procedures for projects done by more than one operator in order to preserve uniformity; ability to type 60 corrected words per minute for sustained periods; ability to work in a high-speed, production-oriented environment with frequent deadline pressures; ability to conceptualize linear sequence; ability to read and write at a level appropriate to the duties of the position; and ability to establish and maintain cooperative working relationships with co-workers.

and

**Experience:****Power Keyboard Operator Trainee:**

Equivalent to one year of general office experience, including typing documents in final form.

**Power Keyboard Operator**

Equivalent to one year of general office experience, including typing documents in final form, and six months of experience operating the type of text-editing power keyboard appropriate to the position.

**Work Week Group:** 1  
**Premium O/T:** Yes  
**Shift Differential:** Yes  
**Employee Category:** Non-Academic