

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
59 49

2. Reason for Submission: Rec. description, Reestablishment, New, Other
 3. Service: Hdqtrs., Field
 4. Employing Office Location: **CHICAGO**
 5. Duty Station: **537**
 6. OPM Certification No.

7. Fair Labor Standards Act: Exempt, Nonexempt
 8. Financial Statements Required: Executive Personnel Financial Disclosure, Employment and Financial Interests
 9. Subject to IA Action: Yes, No
 10. Position Status: Competitive, Excepted (Specify in Remarks), SES (Gen.), SES (GR)
 11. Position Is: Supervisory, Managerial, Neither
 12. Sensitivity: 1-Non-Sensitive, 2-Noncritical Sensitive, 3-Critical Sensitive, 4-Special Sensitive
 13. Competitive Level Code
 14. Agency Use

Redescription of PD # 5949 12/17/96
Redescription of only

| 15. Classified/Graded by | Official Title of Position | Pay Plan | Occupational Code | Grade | Initials | Date |
|---|----------------------------|-----------|-------------------|-----------|-----------|----------------|
| a. U.S. Office of Personnel Management | | | | | | |
| b. Department, Agency or Establishment | | | | | | |
| c. Second Level Review | | | | | | |
| d. First Level Review | <i>Data Transcriber</i> | <i>GS</i> | <i>356</i> | <i>4</i> | <i>OR</i> | <i>3/13/97</i> |
| e. Recommended by Supervisor or Initiating Office | DATA TRANSCRIBER | GS | 356 | 04 | | |

16. Organizational Title of Position (if different from official title)
 17. Name of Employee (if vacant, specify)
YVONNE COOPER

18. Department, Agency, or Establishment: **Department of Veterans Affairs**
 a. First Subdivision: **VA Chicago Health Care System**
 b. Second Subdivision: **West Side Division**
 c. Third Subdivision: **Psychiatry Service**
 d. Fourth Subdivision: **Addiction Psychiatry**
 e. Fifth Subdivision: **Outpatient DDTC**

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor: **ROBERT J. CRAIG, PH.D.**
DDTC OPT PROGRAM COORDINATOR
 Signature: *Robert Craig* Date: *1-2-97*
 b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): **WILLIAM WEDDINGTON, M.D.**
CHIEF, ADDICTION PSYCHIATRY
 Signature: *William Weddington* Date: *1-2-97*

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.
 22. Position Classification Standards Used in Classifying/Grading Position: *OPM PCS Data Transcriber Series, GS-356, (TS-22) 8/76*

Typed Name and Title of Official Taking Action: **Cecelia M. Ruiz**
Position Classification Specialist
 Signature: *Cecelia Ruiz* Date: *3/20/97*

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

| 23. Position Review | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
|------------------------|-----------|--------------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | |
| b. Supervisor | <i>OR</i> | <i>04/02</i> | | | | | | |
| c. Classifier | | <i>04/02</i> | | | | | | |

Remarks

25. Description of Major Duties and Responsibilities (See Attached)

Position Description
Data Transcriber

I. Principle Duties and Responsibilities

The incumbent is responsible for key entry and/or verifying a wide variety of statistical data involving DDTC operations, including input of research data and both general and specific program information into the computer.

Inputs and verifies from hard copy documents utilizing many different types of program formats. Manual changes introducing these programs must be correctly interpreted to assure proper reporting of data and statistics. In most cases, the different formats are committed to memory.

Employee questions or rejects any document or data that contains inconsistencies, returning the document or data to the responsible person for clarification. Responsible for maintaining controls of work received and for the regular and daily inputting of this information and for its transmission. All incoming documents must be batched and reported and transmitted daily. All computer projects are assigned priority with deadlines provided by the supervisor, when necessary. Is responsible for the proper routing of key documents after transmission. Disposes of documents and hard copy per instructions of supervisor. Operates computer equipment. Informs supervisor immediately of any problems with computer operations, delays in input or transmission, and any problems which receive data or hard copy. Responsible for maintaining and adhering to the ADP Computer Security guidelines as outlined in Medical Center Memoranda.

May also be called upon to perform receptionist duties in times of need. Assists in the training other DDTC OPC clerical staff on nature of incumbent's areas of operation and responsibility at a sufficient skill level such that they could assume those major duties during the absence of the incumbent.

At present time, major areas of operation include inputting census and pharmaceutical data and VACO-sponsored research information. Responsible for providing input of data on census and pharmaceutical information equivalent to present system, should VACO decide to eliminate present system and delegate it to local programs. Will also assist and/or be given primary responsibility in the inputting of information on OPC encounter forms.

Provides clerical support for areas within Addiction Psychiatry and Psychiatry Service as needed. Performs other duties as assigned.

Demonstrates knowledge and skills necessary to provide care appropriate to the needs of all veteran patients, from young adult through the late geriatric developmental stages.

A. Young Adult (18-40 years)

Able to assess the effects of peer pressure, socioeconomic factors, occupational difficulties, and relationships which may impact on patient's abuse of substances. Contrast the lifestyle options of young adult veterans and the eventual consequences of their choices.

B. Middle Adult (41-64)

Able to capitalize on the tendency among persons with a addictive disorders to change in middle age by taking advantage of increased opportunity to engage patients in rehabilitation. Able to discuss developmental changes in middle adulthood and lifestyle choices and their consequences for their middle adulthood period.

C. Older Adult (65 and older)

Counseling interventions and goals for treatment take into account the residual functional capacities of the patient. Able to identify the cognitive, emotional, relational, body image and spiritual development of the older adult, veteran patient.

II. Supervisory Controls

Works under the general supervision of the DDTC OPC Program Chief. Employee is charged with the complete responsibility of technical knowledge and accuracy of computer activity with incumbent's area of activity. VA manuals, circulars, and other written instructions are interpreted by the employee. Completed work is subject to occasional review by the Supervisor.

III. Knowledge Required by the Position

Knowledge of VA Psychiatry Service, Addiction Psychiatry functions, procedures and policies to perform the duties of Data Transcriber more efficiently.

Knowledge of computers, computer programs, computer operations, data transmission requirements, and clinic procedures that affect area of responsibility. Skills in operating word processor, microcomputer or computer terminal, using a standard typewriter with additional function keys to produce work efficiently and accurately. Also, skill in operating related equipment such as printers and modems.

Knowledge of processing procedures and function keys required to execute at least several basic office automation functions such as storing and retrieving electronic documents or files, activating a printer, inserting and deleting text, producing letters and memoranda in much the same way as they would be on a standard typewriter, retrieving data from specified records, transmitting and receiving electronic mail.

IV. Guidelines

Performs within the regulations specified by VA, internal regulations and policies, and supervisory directions.

V. Complexity

Requires substantial knowledge of computers, computer programs and computer operations and must be able to interpret material for submission, when required.

VI. Scope and Effect

The work performed has far reaching consequences on the program. Work affects the daily work of the OPC pharmacy, the clinic physicians, and professional and para-professional staff, who depend on the product of incumbent's work. Also, work may affect cost recovery and cost reimbursement to the medical center as it pertains to the Encounter Form. Finally, work affects VACO directed research, who relies on data properly submitted and in a timely fashion.

VII. Personal Contacts

Incumbent relates primarily with outpatient addiction staff members, VACO personnel, and computer-personnel in Austin, Texas. The latter two contacts are via the telephone.

VIII. Purpose of Contacts

To make data corrections, to seek clarification of instructions or requirements, and for ensuring accuracy of data.

IX. Physical Demands

Work is sedantary, requiring frequent ambulation, stooping, bending, sitting for long periods of time looking at a computer monitor, and oral communications. Work is performed primarily in an office setting. Must have accpetable vision to perform required functions. Position is a Category II job, "Some Occupational Exposure" to blood or other potentially infectious materials.

X. Other Significant Facts

Position requires high initiative, tact, originality and sound judgment. Telephone contacts are generally at a minimum and position may require person not to have a telephone in the immediate office, if supervisor so determines this would be necessary for overall clinic efficiency and need. Must be able to tolerate somewhat monotonous job functions while maintaining accuracy. Ability to sit for long periods of time in front of a computer is required.

Security: Maintains security of computerized files, access codes and sensitive information from unauthorized release, loss, alteration, or deletion as set out in the Medical Center AIS Security Plan.

Addendum

Data Transcriber GS ⁰⁴~~09~~

PD# 05949A 0356

In the performance of official duties, the incumbent has regular access to printed and electronic files containing sensitive data which must be protected under the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statute and policy, and VHS&RA policy. The employee is responsible for protecting that data from unauthorized release or from loss, alteration, or unauthorized deletion, and following applicable regulations, and instructions regarding access to computerized files, release of access codes, etc., as set out in the computer access agreement which the employee signs.