DIAL FACILITIES MANAGEMENT PRACTICES
AT & TCo Standard

DIVISION A
SECTION 3
Issue 1, August 1976
Appendix 8

NETWORK SUPERVISOR—TNDS

Personnel assigned as Network Supervisor—TNDS will generally be responsible for coordinating all administration assignments and changes made in the total network data system data base. Also, insures timely processing of data by downstream programs and accuracy of output to users from these programs.

This position works with data processing center personnel for coordinating data base changes and magnetic tape processing, with CCU personnel for coordinating delivery of tapes, and with the Network Supervisor—Data for coordinating preparation and input of data base changes. This coordination is essential for proper management of the total data administration activities.

The area of responsibility for this position will parallel that of the corporate electronic data processing (EDP) center. The position will be located within the Engineering and Network Service Staff Organization.

DUTIES AND RESPONSIBILITIES	PERCENT OF TOTAL TIME
A. Data Administration	60
C. EDP Coordination	15
D. Training	15
E. 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.

JOB TITLE: NETWORK SUPERVISOR—TNDS

DEPARTMENT: NETWORK

SUPERVISOR: NETWORK MANAGER—STAFF

JOB SUMMARY

This position is responsible for coordinating the implementation of all network administration assignments and changes related to maintenance of the total network data system (TNDS) data base, for providing the interface necessary to insure integrity of the data base and accuracy of downstream and data outputs to users.

The area of responsibility for this position will parallel that of the corporate electronic data processing (EDP) center. Work volume could dictate that more than one Network Supervisor—TNDS may be required. The size of the clerical force and span of personnel control for this position determine actual number of supervisors within an organization.

DUTIES AND RESPONSIBILITIES

60% A. Administers and coordinates all activities related to network administration responsibility for the maintenance of "downstream" data bases and the generation of data for the users by these downstream programs.

(1) Receives initial and updated input records for data base maintenance (in a common update recordkeeping system environment) from the Network Supervisors—Data (or from other network supervisors). Oversees clerks in the assembly and review of all inputs. Coordinates generation of data input cards or magnetic tape with keypunch group (or supervises direct reporting keypunch clerks if this activity is performed in incumbent's group).

(2) Coordinate with EDP coordinator to ensure timely and accurate input of common update assignments and changes. Oversees all changes to TDAS master records and verifies integrity of entire TDAS data base.

(3) Reviews and forwards all data base output reports to Network Supervisor(s)—Data (or other network supervisors). Assists centralized data group or network supervisors in data problem analysis and correction by providing TNDS expertise.

(4) Receives corrections from Network Supervisor(s)—Data (or other network supervisors) and supervises the generation of inputs and coordinates the entering of these corrections on the next data update cycle.

(5) Receives data request from Network Supervisor(s)—Data (or other network supervisors or users); verifies and forwards traffic measurement request (TMR) to the EDP.

(6) Monitors the timely distribution of EADAS magnetic tapes to the EDP center for processing. Initiates remedial action with Network Supervisor—CCU where required.

(7) Coordinates update activity of individual circuit analysis (ICAN) program. Receives ICAN reports and cooperates with Network Supervisor(s)—CCU and Network Supervisor(s)—Data for problem resolution as required.

(8) Assists local network supervisors in identifying need for optional ICAN reports. Oversees analysis and distribution of all ICAN reports.

(9) Monitors the maintenance of all documentation for the TDAS data base.

15% B. Coordinates with EDP Coordinator and Network Supervisor(s)—Data (or other network supervisors) for proper flow of all data input documents and output reports.

(1) Receives and reviews TMR Process Log (TP 834) to access overall data processing effort.

(2) Negotiates with EDP coordinator to solve problems related to data base input cards or tape processing and maintenance of data base.

(3) Negotiates with, advises, and instructs Network Supervisor(s)—Data (or other network supervisors) to overcome problems related to input document preparation and problems related to output report analysis.

(4) Monitors timeliness of report distribution to users. Provides necessary interface between users and EDP center for resolution of problems related to generation of requested user reports.

15% C. Coordinates the initial training for the implementation and ongoing administration of input documents and output reports.

(1) Advises and instructs Network Supervisor(s)—Data (or other network supervisors) on any changes made in the input document preparation procedures or on any changes made relating to the output reports.

(2) Administers ongoing clerical training program for input document preparation and output report analysis.

10% D. Miscellaneous

(1) Develops the method of procedures (MOP) and coordinates the implementation of new BIS products.

(2) Maintains equipment practices, position practices and all other documentation related to data base maintenance for all types of data input configurations (i.e., EADAS/ICUR, pollable data terminals, traffic data converters, 4A ETS/PBC, No. 1 and No. 2 ESS, and register readings or register differences).

(3) Oversees preparation of any reports related to operation of TNDS. Reviews and endorses these reports. Oversees generation of data for any reports required by other organization groups. (These reports are administrative only and are not output reports of TNDS).

(4) Administers personnel-related activities for reporting clerical force (Company policy and objectives, training, safety, absences, etc.).

(5) Develops local procedures to ensure adequacy of work force and organizational efficiency. Oversees nonmanagement training program and personnel development.

(6) Maintains positive relations with the vocational representative groups.

(7) Maintains positive interdepartmental working relationships.

SCOPE AND NATURE OF SUPERVISION

(1) Incumbent reports to Network Manager—Staff along with other network staff supervisors (not TNDS related). In some circumstances this position may report to the Network Manager—Staff

along with the Network Supervisor—CCU and possibly a Network Supervisor(s)—Data. Reporting to this position are nine nonmanagement clerks.

(2) Immediate supervisor is involved in the setting of the overall goals and policies. Most of the activities of this position are not subject to supervisory review, and the Network Manager—Staff is able to provide only broad review of activities.

(3) Incumbent maintains responsibility and accountability for data base implementation for all data collection units within the area. Significant coordination and interaction is required between this position, the EDP Coordinator, local Network Supervisor(s)—Data, Network Supervisor—CCU, or other network supervisors.

(4) There is a significant amount of documentation available for these data base upkeep activities. BSPs, position practices, as well as locally documented procedures, are available. This documentation is technical and not directly applicable to a clerical work group without preparatory training.