

9-26-86

COMPUTER OPERATOR, 1427
SENIOR COMPUTER OPERATOR, 1428

Summary of Duties: Operates and monitors computer systems and their peripheral equipment in the processing of business or scientific data at a central data processing facility; coordinates with users of one or more teleprocessing networks to ensure the maximum availability of the teleprocessing application; or supervises such work; and does related work.

Distinguishing Features: A Computer Operator is at the journey-level in the routine operation of third generation computers and third generation operating systems, and the related computer peripheral equipment.

A Senior Computer Operator operates third generation computers and third generation operating systems, and the related computer peripheral equipment of the more complex systems, solves complex, technical problems related to computer hardware and software, and supervises the work of one or more Computer Operators; or in the absence of the shift supervisor, may direct Senior Computer Operators and Computer Operators;

Examples of Duties: Computer Operator: Monitors teleprocessing equipment and software to ensure the maximum availability of the teleprocessing applications; manipulates console controls to ensure the optimum utilization of equipment and software and to ensure the timely processing of work; takes corrective action when errors cause an interruption in processing; documents any problems that occur with the hardware, any control software, or any operations procedures; fetches, mounts and dismounts magnetic tape volumes; operates card readers, card punches, printers, automatic typewriters, CRT's, other unit record equipment, EAM equipment and forms handling equipment which is either on-line or off-line to the computers at the computer facility; mounts and dismounts disk packs, cleans hardware as required to avoid unnecessary errors and delays.

Senior Computer Operator: Acts as working supervisor of a small group of Computer Operators and may act as working supervisor of a shift of Computer Operators and other Senior Computer Operators as the shift supervisor in his/her absence; provides instruction for more efficient job processing; provides clarification of operations procedures; monitors teleprocessing equipment to ensure the optimum utilization of equipment and software and to ensure the timely processing of work; takes corrective action when errors cause an interruption in processing; documents any problems that occur with the hardware, and control software, or any operations procedure; mounts and dismounts magnetic tape volumes; operates card readers, card punches, printers, automatic typewriters, CRT's and other unit record equipment which is on-line to the computers at the central computer facility; mounts and dismounts disk packs; cleans hardware as required to avoid unnecessary errors and delays.

Employees in these classes may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications :

| | <u>Computer Operator</u> | <u>Senior Computer Operator</u> |
|--|--------------------------|---------------------------------|
| <u>Knowledges :</u> | | |
| Operating systems at the computer facility; | Working | Good |
| Principles and operation of third generation IBM equipment and peripheral equipment; | Working | Good |
| Hardware used at a central computer facility; | Working | Good |
| Uses and limitations of third generation hardware and software; | General | Working |
| Safety principles and practices; | General | Good |
| Laws and regulations related to equal employment opportunity and affirmative action; | | Working |
| City personnel rules, policies and procedures; | | General |
| Memoranda of understanding as they apply to subordinate personnel. | | General |

Abilities :

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|---|---|---|
| Operate computers and peripheral equipment; | X | X |
| Understand and follow complex oral and written instructions; | X | X |
| Maintain records relating to the operation of electronic computers; | X | X |

Abilities (Cont.) :

| | <u>Computer Operator</u> | <u>Senior Computer Operator</u> |
|--|--------------------------|---------------------------------|
| Deal tactfully and effectively with employees in other sections and departments; | X | X |

Supervise a small number of
Computer Operators;

X

Schedule work for the most
efficient use of EDP equipment;

X

Two years of experience as an Assistant Computer Operator or two years of experience in a centralized computer agency operating third generation general purpose computers suitable for business applications with multiple, magnetic tape and disk drives, a teleprocessing network and either, an operating system at least comparable to OS/MVS/JES or a storage capacity of at least 4 megabytes of real memory is required for Computer Operator.

Two years of experience at the level of Computer Operator in the operation of large, main-frame general purpose computing systems, equivalent to or larger than an IBM 3081, with an operating system using OS, MVS, or equivalent is required for Senior Computer Operator.

Physical Requirements: Both Classes: Average lifting of less than 15 pounds and occasionally over 25 pounds; arm, leg and finger dexterity with both hands involved in activities such as reaching, handling and feeling; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.