

COMPUTER OPERATOR

DEFINITION

Under direction, is responsible for the operation of computer and peripheral equipment and may perform simple programming tasks.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Operates Information Services' Unisys mainframe computer and peripheral equipment including magnetic tape drives, magnetic disk units, and high speed printers; sets up equipment in accordance with program and operating instructions; processes various production runs according to a scheduled sequence using magnetic tape and disk; determines cause of system errors and takes remedial action; reports system malfunctions to supervisor; maintains operating records such as system performance and production records; may perform simple programming work under close supervision in a training capacity; performs related functions as required.

DISTINGUISHING FEATURES OF THE CLASS:

This classification reports to the Computer Operations Coordinator and is distinguished from that class by the lack of supervisory and coordinating activities. This class is distinguished from the Computer Programmer by its in depth knowledge of the operation of the computer and peripheral equipment with limited exposure to programming functions.

RECOMMENDED MINIMUM QUALIFICATIONS:

Graduation from high school supplemented by successful completion of formal training in computer operation, and one year's experience in operating mainframe computer systems and peripheral devices or any equivalent combination of training and experience which provides the following knowledge, skills, and abilities:

Knowledge of: standard methods and practices involved in operating equipment including computers and peripheral devices; disk operating systems, and magnetic tape applications.

Skill in: operating a Unisys V-380 mainframe computer and peripheral equipment.

Ability to: understand and carry out time sensitive, schedule driven, complex oral and written instructions; organize work and carry through established procedures and work plans to meet established schedules; learn and operate and Open IT Connectivity System.

SPECIAL REQUIREMENT: Must have and maintain a valid California Class "C" Driver's License.

SPECIAL WORKING CONDITIONS: May be assigned to work night duty or to work irregular hours, including weekends as needed. Work is performed in a data center setting with frequent interruptions, multiple priorities and deadlines, inquiries, and peak workloads, a temperature controlled cold environment. Work requires extended periods of sitting and of keyboarding, reaching, stooping, pushing, pulling, manual dexterity, clear speech and visual and hearing acuity, and transporting and lifting of boxes and equipment weighing up to 60 lbs.

DESIRABLE CHARACTERISTICS:

Successful performers work in a computer room for relatively long periods of time assuring proper computer functioning. This self-motivated individual is willing to keep current with the electronic data processing field and to establish and maintain effective working relationships.

Class title change from Tabulating Machine Operator II per Council Resolution No. 69-33, effective 3-1-69

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