

**CLASS TITLE:                   COMPUTER OPERATOR (OIP)**

**Class Code: 02793100**

**Pay Grade: 16A**

**EO: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To monitor and control the operation of an electronic data processing machine in conformance with programmed instructions; to observe console and take other steps to verify proper function of the machine throughout production runs; and to do related work as required.

**SUPERVISION RECEIVED:** Work is outlined by instructions and flow charts; work is reviewed by observation of work in process, and review of completed work.

**SUPERVISION EXERCISED:** Usually none.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To monitor and control the operation of an electronic data processing machine in conformance with programmed instructions.

To observe the console and take other steps to verify proper function of the machine throughout production runs.

To initiate and terminate machine operations.

To perform routine computer maintenance duties such as: cleaning tape units, change printer ribbons, clear console, change paper in printer, etc.

To maintain computer operating supplies.

As required, to assist users in becoming familiar with operating procedures.

To maintain records of computer use, machine down time for repairs, and time computer is not utilized.

To set up, operate and maintain both a microfiche and microfiche duplicating machine.

To set up and operate various paper handling equipment such as a mailing machine, paper folding machine, paper decollator and burster.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the operation, adjustment and routine maintenance of the digital computer and its peripheral equipment; a working knowledge of the various methods of computer programming; the ability to interpret block diagrams and work flow charts; the ability to obtain maximum utilization of digital computer equipment; the ability to maintain performance and machine use records; a working knowledge of JCL; the ability to operate microfiche equipment; the ability to operate a mailing machine, folding machine, a paper burster and decollator; a working knowledge of various types of telecommunications equipment such as modems, telephone lines, terminals and terminal controllers; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation senior high school and completion of a formal course in computer operation; and

**Experience:** Such as may have been gained through: employment as a digital computer operator.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: April 4, 1999

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