

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

**Class Code: 02793300**

**Pay Grade: 24A**

**EO: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for and to supervise the operations of an electronic data processing computer on an assigned shift; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direction of a superior with latitude for the exercise of independent judgement; work is generally reviewed on completion.

**SUPERVISION EXERCISED:** Supervises and directs the work of computer operators assigned to the shift.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for and to supervise the operations of an electronic data processing computer on an assigned shift.

To be responsible for maintaining work schedule according to given priorities.

To check the accuracy of input and output at the beginning of each run.

To explain the operating routine in detail to the computer operator.

To read, interpret and make corrections based on information given in error messages.

To ask advice of programmers and other supervisory personnel when error messages cannot be readily corrected.

To be responsible for the maintenance and updating of files.

To be responsible for the operation and maintenance of a microfiche machine and a microfiche duplicating machine.

To be responsible for the set up and operation of various paper handling equipment, such as a mailing machine, folding machine, a paper burster and decollator.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of computer practices, procedures and techniques; a working knowledge of computer capabilities; a working knowledge of computer programming techniques; a working knowledge of the operation of computer peripheral equipment; a working knowledge of data processing mathematics such as number systems and algebra; a working knowledge of JCL; a working knowledge of various types of telecommunications equipment used such as modems, telephone lines, terminals and terminal controllers; the ability to think in terms of computer logic; the ability to interpret messages and make decisions based on this interpretation; the ability to supervise the work of subordinates; the ability to maintain effective working relations with others; the ability to communicate effectively both orally and in writing; the ability to determine when a problem exists and how to correct it; the ability to operate microfiche equipment; the ability to operate a mailing machine, folding machine, a paper burster and decollator; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from high school supplemented with courses in computer operations; and

**Experience:** Such as may have been gained through: employment as a computer operator with some experience supervising the work of subordinates.

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

Revised: April 4, 1999