

CLASS TITLE: PRINCIPAL COMPUTER OPERATOR

Class Code: 02702500
Pay Grade: 22A
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 independent judgement. Work is generally reviewed on completion.

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

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

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 do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of computer operating practices, procedures and techniques; a working knowledge of computer capabilities; a knowledge of computer programming techniques; a working knowledge of the operation of computer peripheral equipment; a knowledge of data processing mathematics such as number systems and algebra; 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; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

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

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

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

Class Created: May 28, 1972

Editorial Review: 3-15-2003