

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

Class Code: 02792700

Pay Grade: 22A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for assisting in the supervision of 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 judgement; work is generally reviewed on completion.

SUPERVISION EXERCISED: Assists in the supervision of the work of computer operators and peripheral equipment operators assigned to the shift.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible in the supervision of the operations of an electronic data processing computer on an assigned shift.

To be responsible for assisting in 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 set up, operate and maintain both a microfiche and microfiche duplicating machine.

To set up an 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 computer operating practices, procedures and techniques; 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; 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; 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 from high school supplemented with 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 Revised: July 4, 1999

Editorial Review: March 15, 2003