

CLASSIFICATION: COMPUTER OPERATOR I

Class Code: 2095-11

Date Established: 09-23-66

Occupational Code: 1-1-2

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To operate a computer system in order to process a variety of agency data and reports.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Operates system peripheral devices to include mounting tapes and placing media in printer; may operate console.
- Observes and reports system response time.
- Keeps a record of machine use, down-time for repairs, and the time computer is not in use; maintains schedules of computer use and the types of programs involved.
- Assists in processing of batch and interactive jobs.
- Runs regular back-ups of computer files; breaks down and distributes computer reports to appropriate destination.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

Impact: Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

Complexity: Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: High school diploma, G.E.D. or its equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' experience in the operation of data processing equipment, six months of which shall have been in a computer operation section.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of computer operations. Ability to comprehend and execute verbal and written instructions and to complete standard operational programs without assistance. Ability to rectify paper feed problems and other minor machine malfunctions. Ability to establish and maintain effective working relationships with associates. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.