

**CLASSIFICATION:** COMPUTER OPERATOR III

**Class Code:** 2097-16

**Date Established:** 10-26-67

**Occupational Code:** 1-1-2

**Date of Last Revision:** 07-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To monitor the operations of a computer system in order to process a variety of data and reports or operate a system and peripheral equipment for various departments or agencies.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Operates system console and peripheral devices and monitors the activities of computer equipment operations.
- Schedules the installation, testing and debugging of new and revised programs and applications software.
- Audits and logs computer problems and explains problems to manufacturer service personnel.
- Participates in setting work schedules of other computer operators.
- Schedules computer operation workflow for one or more shifts.
- Trains and instructs computer operators.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

**Impact:** Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

**Supervision:** Requires partial supervision of programs OR other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**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 to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

**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:** Associate's degree from a recognized college or technical institute with major study in data processing or computer-related disciplines. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Two years' experience in computer operations in a large scale environment. Each additional year of approved work experience may be substituted for one year of required formal education.

OR

**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:** Four years' experience in computer operations in a large scale environment.

**License/Certification:** None required.

**RECOMMENDED WORK TRAITS:** Knowledge of computer operations and peripheral equipment. Knowledge of computer functionality. Skill in conducting error analyses and machine malfunctions. Ability to schedule work of subordinates and to give clear verbal instructions. Ability to establish and maintain harmonious working relationships with associates and other agencies. 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.