100-400U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505240

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	ISD/Enterprise Computing	Franklin

POSITION NUMBER 20006503

JOB CODE TITLE Computer Operator 3

JOB CODE 12372

apd 4/6/11 (PST)

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
	20006509 Computer Operations Supervisor 2

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 09 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 am TO: 4:30 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Monitors IBM mainframe JES3 MVS consoles & messages: monitors hardware & use of personal computers (e.g., IBM or other vendor) related to Infrastructure Services Division (ISD), Enterprise Computing Operations (ECO); performs complex computer functions to support customers' critical applications; mounts & dismounts computer tapes at manual/automated tape drives; performs job setup, scheduling & canceling of critical job applications; communicates in meetings, via phone, electronic mail & written correspondence with users, vendors, tech support staff, & other related agencies/divisions regarding system job, application, hardware or software status; operates all terminals & peripherals; defines & resolves problems related to system & workload (i.e., operational areas); uses an online problem tracking system; pulls, pushes or otherwise moves loaded tape racks & carts.; retrieves & files tapes as necessary; loads & unloads materials weighing up to 50 lbs. from printers; performs tape maintenance tasks; cleans, tests, evaluates & degausses as needed; uses tape management systems through TSO to perform updates, deletes, scratch volumes & perform tape maintenance procedures; submits jobs using TSO; responds to system issues 24 hrs/day, 7 days/week which requires overtime, standby or call back; may be required to carry cell phone or wear pager.	Knowledge of (1) safety practices related to equipment in work area; (2) office practices & procedures; (3) agency policy & procedures*; (4) mainframe computer &/or microcomputer operating systems & procedures. Skill in (5) operation of workstations, silos & printers. Ability to (6) deal with many variables & determine specific action; (7) add, subtract, multiply & divide whole numbers; (8) copy records precisely without error; (9) comprehend simple sentences with common vocabulary; (10) copy material accurately & recognize grammatical & spelling errors; (11) originate routine business letters reflecting standard procedures; (12) understand manuals & verbal instructions, technical in nature; (13) use proper research methods in gathering data; (14) arrange items in numerical or alphabetical order; (15) check pairs of items that are similar or dissimilar; (16) gather, collate & classify information about data, people or things; (17) work alone on most tasks & cooperate with co-workers on group projects when needed; (18) handle routine & sensitive contacts/inquiries from customers, officials & general public; (19) lift, push, pull, or otherwise move up to 50 lbs.; (20) pull, push or otherwise move loaded tape racks & carts; (21) respond to system issues 24X7; (22) carry cell phone &/or wear pager. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	4-14-11

100-400U

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20006509 Computer Operations Supervisor 2

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☒ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 09

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 am TO: 4:30 pm

JOB CODE TITLE Computer Operator 3

JOB CODE 12372

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Performs tasks related to tape inventory, microfiche, or disaster recovery as needed: scans tapes; completes & files tracking logs; retrieves storage list from printer; scans tapes out using distribution list; packs tapes for offsite storage; unpacks, scans tapes in & files tapes; performs onsite & offsite physical inventory of tape media; prepares tapes for transportation to offsite facility or disaster recovery test site; completes & files all paperwork related to tape inventory & disaster recovery; scans in returned tapes, deletes & degausses older tape media.	Knowledge of 1, 3*, 4 Skill in 5 Ability to 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 18, 19, 20
15	Operates computer terminal & peripheral computer equipment (e.g., tape drives, mixed media storage, state-of-the-art peripherals): mounts computer forms on printers, identifies, corrects & repairs minor system problems (e.g., paper jams, tape errors, simple hardware malfunctions) & follows escalation procedure when major problems are detected; Cleans & maintains peripheral computer equipment; maintains logs & forms related to computer activity.	Knowledge of 1, 3*, 4 Skill in 5 Ability to 6, 8, 10, 12, 13, 14, 15, 16, 17, 19, 20.
5	Reads & comprehends technical manuals regarding equipment & system procedures: completes online training tutorials through computer based training as assigned by supervisors; attends training classes & seminars; may be required to provide operational support at disaster recovery test site as scheduled.	Knowledge of 4 Skill in 5 Ability 12, 16, 17.
	Must submit to & pass a personal background check & works as essential employee.	*developed after employment

apd 4/4/11

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Daniel L. [illegible]

DATE: 4-14-11