

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105770
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006523	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree									
	USUAL WORKING TITLE OF POSITION Computer Operator 3		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006525 Computer Operations Manager 1									
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> 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: 4:00 PM											
JOB DESCRIPTION AND WORKER CHARACTERISTICS												
<table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">55</td> <td>Operates & monitors high-speed laser &, impact printers using more complex IBM JES3/MVS messages (e.g., manipulation of reports & print scheduling) & Windows messages (e.g., manipulation of output production for desktop &, network printing); loads/unloads forms from printers; reports printer hardware malfunctions to a lead operator or supervisor; performs routine tasks related to operating high-speed OCE laser printers (e.g., adding toner, developer, emptying toner collection stations); cleans & performs routine minor maintenance on printers & peripheral equipment; maintains related logs/forms associated with print activity; uses multi-vendor personal computers; uses Microsoft Outlook for e-mail communications; reads technical manuals regarding equipment & system procedures; completes online training/tutorials through Computer Based Training.</td> <td> Knowledge of (1) safety regulations & procedures compatible with OSHA standards; (2) State Printing - Print Services Computer Operator Training Guide*; (3) JES3/MVS messaging; Skill in (4) operation of computer terminal, associated software (e.g., Microsoft Word, Outlook, Excel) & peripheral computer equipment (e.g., Océ high-speed laser printers, impact printers, microcomputers, & peripherals); Ability to (5) carry out simple instructions; (6) define problems, collect data, establish facts & draw valid conclusions; (7) comprehend simple sentences with common vocabulary; (8) read technical manuals & instructions; (9) move limbs/fingers easily to perform manual functions repeatedly; (10) stand, walk or bend continuously.; (11) demonstrate strength to lift up to 50 lbs. of paper/forms or supplies; (12) respond to system issues on 24X7 basis. </td> </tr> <tr> <td style="text-align: center;">20</td> <td>Operates pre & post processing equipment related to State Printing Mainframe Print Services activity (e.g., automated paper roll feed system, decollators, bursters, shrink wrapper, perforator, paper jogger, loop bundler); cleans & performs routine maintenance on pre & post processing equipment; troubleshoots & assists Print Services Customers/internal staff in resolving software or hardware problems before escalating to Desktop Staff; reports malfunctions of pre & post processing equipment to a lead operator or a supervisor.</td> <td> Knowledge of 1, 2, 3 Skill in 4 Ability to 5, 6, 7, 8, 9, 10, 11, 12 *developed after employment. </td> </tr> </tbody> </table>				%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	55	Operates & monitors high-speed laser &, impact printers using more complex IBM JES3/MVS messages (e.g., manipulation of reports & print scheduling) & Windows messages (e.g., manipulation of output production for desktop &, network printing); loads/unloads forms from printers; reports printer hardware malfunctions to a lead operator or supervisor; performs routine tasks related to operating high-speed OCE laser printers (e.g., adding toner, developer, emptying toner collection stations); cleans & performs routine minor maintenance on printers & peripheral equipment; maintains related logs/forms associated with print activity; uses multi-vendor personal computers; uses Microsoft Outlook for e-mail communications; reads technical manuals regarding equipment & system procedures; completes online training/tutorials through Computer Based Training.	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JOB CODE TITLE Computer Operator 3	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ke</i>									
JOB CODE 12372			DATE 4/22/10									

Appd 4-26-10 *aw*

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DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006523 JOB CODE TITLE Computer Operator 3 JOB CODE 12372	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Computer Operator 3		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006525 Computer Operations Manager 1	
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JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
15	Distributes completed output (e.g., reports): lifts up to 50 lbs. of paper/forms repeatedly to user output boxes/flatbed carts/output stacker carts & to move paper/forms from storage shelf/areas to printer; retrieves consumables (e.g., toner, developer mix, ribbons, filters & other supplies); logs inventory used for production.	Knowledge of 1, 2*, (13) safe lifting procedures, office ergonomics; (14) computer forms, computer printer supplies; (15) inventory control; Skill in (16) operation of handcarts & pallet jacks; Ability to 5, 6, 7, 8, 9, 10, 11, (17) retrieve standard stock & supply items; (18) record incoming/outgoing supplies/stock & shortages; (19) respond to customer inquiries.		
10	Performs other related duties as assigned: assists in collection & completion of logs (e.g., billing performance or printer evaluation reports); completes maintenance logs; records distribution of reports as assigned; answers questions for internal staff in operation or use of software (e.g., Microsoft Excel); assists in print centralization projects as assigned (e.g., communicate expectations, timelines, processes); attends training classes & seminars.	Knowledge of 1, 2*, 13 Skill in 4 Ability to 5, 6, 7, 8, 9, 10, 11		
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		<i>Jeffrey Westhonen/ice</i>	4/22/10	

Appl 4.26.10 (aw)