100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105770

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

POSITION NUMBER 20006534

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Computer Operator 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006525 Computer Operations Manager 1

☒ 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: 8:30 a.m. TO: 5:00 a.m. Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB CODE TITLE
Computer Operator 3

%	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 IBM/Xerox 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 Exchange for e-mail communications; reads technical manuals regarding equipment & system procedures; completes online training/tutorials through Computer Based Training; 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 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 & peripheral computer equipment (e.g., IBM/Xerox 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, push, pull or otherwise move up to 50 lbs. of paper/forms or supplies; (12) respond to system issues on 24X7 basis; (13) carry cell phone or wear pager.
20	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; reports malfunctions of pre & post processing equipment to a lead operator or a supervisor.	Knowledge of 1, 2, 3 Skill in 4 Ability to 5, 6, 7, 8, 9, 10, 11, 12 *developed after employment

JOB CODE
12372

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/ce

DATE: 1/5/12

Appl 12.30.11 (aw)

100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105770

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

POSITION NUMBER 20006534

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Computer Operator 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006525 Computer Operations Manager 1

☒ 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: 8:30 a.m. TO: 5: 00 p.m. Report in location subject to change

JOB CODE TITLE Computer Operator 3

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Distributes completed output (e.g., reports): lifts, pulls, pushes or otherwise moves 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, completes maintenance logs; records distribution of reports as assigned; attends training classes & seminars.	Knowledge of 1, 2*, 13 Ability to 5, 6, 7, 8, 9, 10, 11
	Works as an essential employee.	*developed after employment

JOB CODE 12372

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/cc

DATE: 1/5/12

Appl 12.30.11 cw