

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105770

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing & Mail Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006540

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
20006536 Computer Operations Supervisor 1

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 09

If FLSA Exempt, exemption type:

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 12:00 AM TO: 8:30 AM

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	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 lead operator or supervisor; performs routine tasks related to operating high-speed Océ 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.	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., 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.
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 lead operator or supervisor.	Knowledge of 1, 2, 3 Skill in 4 Ability to 5, 6, 7, 8, 9, 10, 11, *developed after employment

JOB CODE TITLE
Computer Operator 3

JOB CODE
12372

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/ao

9/17/09

apl 9-21-09 al

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

POSITION NUMBER 20006540	<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 20006536 Computer Operations Supervisor 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 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 12:00 AM TO: 8:30 AM			

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*, (12) safe lifting procedures, office ergonomics; (13) computer forms, computer printer supplies; (14) inventory control; Skill in (15) operation of handcarts & pallet jacks; Ability to 5, 6, 7, 8, 9, 10, 11, (16) retrieve standard stock & supply items; (17) record incoming/outgoing supplies/stock & shortages; (18) 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*, 12 Ability to 5, 6, 7, 8, 9, 10, 11
This position has been designated as weather & disaster essential.		*developed after employment

JOB CODE 12372	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/pa</i>	DATE 9/17/09
		(Empty space for signature and date)	

apd 9-21-09al