

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing Mainframe – Print Services

POSITION NUMBER
20006534 (41964.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Computer Operator 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006525 (41955.0) Computer Operations Manager 1

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 p.m. – 4:00 p.m. & subject to overtime/call back 24X7

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Minimum Acceptable Characteristics |
|----|---|--|
| 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 TITLE
Computer Operator 3

JOB CODE
12372

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey W. ...

7/18/07

apd 7-25-07/ek

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| <h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p> | AGENCY Department of Administrative Services |
| | DIVISION OR INSTITUTION General Services Division |
| | UNIT OR OFFICE State Printing Mainframe – Print Services |

| | | |
|---------------------------------------|--|---|
| POSITION NUMBER 20006534 (41964.0) | <input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change | County of Employment Franklin |
| | USUAL WORKING TITLE OF POSITION Computer Operator 3 | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006525 (41955.0) Computer Operations Manager 120006525 (41955.0) Computer Operations Manager 1 |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift) 7:30 p.m. – 4:00 p.m. & subject to overtime/call back 24X7 | |

| JOB DESCRIPTION AND WORKER CHARACTERISTICS | | |
|--|---|--|
| % | Job Duties in Order of Importance | Minimum Acceptable Characteristics |
| 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 TITLE
 Computer Operator 3
 JOB CODE
 12372

9/26/07 1-25-07/ek

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|--|--|-----------------|
| List Position Numbers and Class Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE 7/18/07 |
|--|--|-----------------|