100-400U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Enterprise Computing – Print Services

POSITION NUMBER
20006540 (41970.0)

☒ 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
20006539 (41969.0) Computer Operations Supervisor 1

NORMAL WORKING HOURS (Explain unusual or rotating shift)
11:30 p.m. – 8:00 a.m. & subject to overtime/call back 24X7

JOB CODE TITLE
Computer Operator 3

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) Service Delivery Division 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 up to 50 lbs. of paper/forms or supplies; (12) respond to system issues on 24X7 basis.
20	Operates pre & post processing equipment related to 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 and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Gregory L Mourek

DATE: 3/14/07

Upd 3-23-07 CB

100-400U

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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, 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 essential employee.	

JOB CODE TITLE
Computer Operator 3

JOB CODE
12372

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Gregory L Mounts

DATE: 3/14/07

Upd 3-23-07CB