Computer Operations Specialist I

CLASS TITLE

<table>
<thead>
<tr>
<th>CLASS TITLE</th>
<th>CLASS CODE</th>
<th>SALARY GROUP</th>
<th>SALARY RANGE</th>
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<tbody>
<tr>
<td>COMPUTER OPERATIONS SPECIALIST I</td>
<td>0260</td>
<td>B12</td>
<td>$27,840 - $43,798</td>
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<tr>
<td>COMPUTER OPERATIONS SPECIALIST II</td>
<td>0261</td>
<td>B14</td>
<td>$31,144 - $49,134</td>
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<td>COMPUTER OPERATIONS SPECIALIST III</td>
<td>0262</td>
<td>B16</td>
<td>$34,918 - $55,130</td>
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<td>COMPUTER OPERATIONS SPECIALIST IV</td>
<td>0263</td>
<td>B18</td>
<td>$39,521 - $64,449</td>
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<td>COMPUTER OPERATIONS SPECIALIST V</td>
<td>0264</td>
<td>B20</td>
<td>$45,158 - $73,788</td>
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<td>COMPUTER OPERATIONS SPECIALIST VI</td>
<td>0265</td>
<td>B22</td>
<td>$51,614 - $84,479</td>
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GENERAL DESCRIPTION

Performs entry-level computer and peripheral equipment operations work. Work involves assisting in operating and monitoring mainframe computer equipment and peripherals, including controlling computer production/processing and maintaining communications links. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Detects errors in job control statements and notifies affected parties following established procedures.

Reports failures and abnormalities of files during backup procedures.

Responds to program error messages by finding and correcting problems or terminating the program.

Uses communications patch panel and patch cords or switching equipment to switch failing circuits to backup equipment.

Uses electronic test equipment to identify computer and network equipment failures.

Cleans equipment and performs preventive maintenance.

Assists in performing duties associated with batch processing of jobs and distributing appropriate reports.

Assists with the performance of operational tasks such as mounting and dismounting tapes, disks, and other media, and servicing printers and other peripheral equipment.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in operating computer and peripheral equipment or data communications networks. Graduation from a standard senior high school or equivalent, supplemented by coursework in
computer equipment operations, is generally preferred. Education and experience may be substituted for one another.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of computer applications, of capabilities and limitations of computer equipment, of automated communications systems, and of the safe operation and use of electronic and electrical test equipment.

Skill in the use of computer equipment.

Ability to interpret electronic and electrical schematics and diagrams, to analyze and solve work problems, and to communicate effectively.