



# Computer Operations Specialist I

Salary Group: B12

Class Code: 0260

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

## 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.