STATE OF OHIO (DAS) CLASSIFICATION

CLASSIFICATION SERIES:	SERIES NO.:	
Minicomputer Operations	6418	
MAJOR AGENCIES:	EFFECT. DATE:	<b>NEW EFF. DATE:</b>
Attorney General Only	01/01/1980	09/22/1991

# **SERIES PURPOSE:**

**SPECIFICATION** 

The purpose of the minicomputer operations occupation is to provide minicomputer support services to agency users.

Incumbents monitor & maintain minicomputer control processing unit operations.

CLASS TITLE: CLASS NUMBER:

Minicomputer Systems Programmer 64182

EFFECTIVE DATE: NEW EFFECTIVE DATE:

01/01/1980 09/22/1991

# **CLASS CONCEPT:**

The advanced level class works under direction & requires thorough knowledge of minicomputer system operations/procedures in order to perform hardware system programming, monitoring & enhancement planning.

CLASS TITLE:	CLASS NO.:	BARG. UNITS:
Minicomputer Systems Programmer	64182	047

#### **EFFECTIVE DATE:**

# **NEW EFFECTIVE DATE:**

01/01/1980

09/22/1991

# JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

Programs minicomputer operating system utilizing system procedure language, utilities & data management facilities, establishes & modifies system configuration in order to establish telecommunications network, test communication lines, enhance system performance & establish computer emulations of other computer systems, monitors & analyzes system performance & recommends ways of improving efficiency (e.g., single dedicated volume for operating system), troubleshoots & resolves hardware or software problems (e.g., equipment malfunctions, application program errors) & confers with manufacturer representatives.

Tests new software & hardware products; installs/loads software; establishes user log-ons &/or other procedures; researches computer system manuals; writes/logs system documentation & ensures network access for microcomputers.

Provides technical computer assistance to users regarding software applications development & hardware use or repair; answers technical & non-technical questions from users; attends computer-related training classes & attends meetings to discuss problems &/or future plans.

## **MAJOR WORKER CHARACTERISTICS:**

Knowledge of computer systems programming; mini- computer operating systems; microcomputer network systems. Skill in operation of minicomputer &/or microcomputer equipment (e.g., terminals, tape drives, printers). Ability to interpret technical computer manuals; communicate verbally on technical & non-technical matters; gather, collate & classify information about data, people or things; lift up to 20 lbs. of computer equipment occasionally; move limbs/fingers easily to perform manual functions repeatedly.

# **MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in computer science/data processing; 9 mos. trg. or 9 mos. exp. in minicomputer & microcomputer systems; 1 course or 3 mos. exp. in minicomputer systems programming.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

## TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

## **UNUSUAL WORKING CONDITIONS:**

Work involves operation of computer terminal for long periods of time; may be periodically exposed to constant loud noise.