OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Computer Operation Supervisor 1 — NEW — AUG 0 4 1981

CODE: 12374C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from operations management, supervises computer operators, data control technicians & clerical employees assigned to one shift;

-PERFORMS RELATED DUTIES AS REQUIRI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	59-79	For one assigned shift, has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., computer operators & data control technicians); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of (1) employee training & development, (2) supervision, (3) office practices & procedures*; skill in (4) processing data; ability to (5) understand system of mechanical procedures, (6) establish friendly atmosphere as supervisor of work unit.
2	12-22	Supervises & performs clerical & technical tasks related to computer operations & technical aspects of data processing (e.g., troubleshoots & arranges repairs on equipment; performs maintenance on machines; balances input & output; logs production; orders supplies).	Knowledge of 3*; skill in (7) operating computers & peripheral equipment; ability to 5, (8) calculate fractions, decimals & percentages, (9) cooperate with co-workers on group projects.
3	4-10	Develops or assists with development of procedures; coordinates operations with clerical, technical & specialist staff, other shifts, remote entry stations & user agencies; reports progress & problems to data processing management.	Knowledge of 3*; skill in 4; ability to 5, 6.
4	4-10	Trains, instructs & assists computer operators & technical employees; supervises training programs.	Knowledge of 1, 2, 3*; skill in 4; ability to 5, 6.

(SS) 123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May work evening or night shift; may be on call 24 hrs., 7 days per week.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 1 course in supervision/management (or 3 mos. exp. as supervisor or lead worker); 600 hrs. training in operation of computer & peripheral computer equipment (or 6 mos. exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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