

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Minicomputer Operations

SERIES NO.:
6418

MAJOR AGENCIES:
All Agencies

EFFECTIVE DATE
5/05/2002

SERIES PURPOSE:

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

At the lowest level, incumbents monitor & maintain minicomputer control processing unit operations. At the intermediate level, incumbents perform minicomputer hardware system programming.

CLASS TITLE:

Minicomputer Operations Technician

CLASS NUMBER:

64181

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of minicomputer system operations/procedures in order to monitor & maintain minicomputer control processing unit operations & to assist users resolve minicomputer hardware & software problems.

CLASS TITLE:

Minicomputer Systems Programmer

CLASS NUMBER:

64182

EFFECTIVE DATE:

03/26/1990

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 Minicomputer Operations Technician	CLASS NUMBER: 64181	BARGAINING UNIT: 14
--	-------------------------------	-------------------------------

EFFECTIVE DATE:

03/26/1990

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.)

Operates minicomputer central processing unit &/or network system, loads software into computer, initializes system &/or backs up system data to disks or tapes including physical removal, utilizes system utilities to perform system functions (e.g., monitor data libraries, analyze system performance), troubleshoots & resolves hardware or software problems (e.g., equipment malfunctions, data recoveries) & contacts manufacturer representatives to resolve major system problems.

Tests new software or hardware for effectiveness & appropriateness to user needs; establishes &/or updates procedures for computer emulation access; installs hardware &/or peripheral computer equipment; repairs minor problems &/or ensures network access for microcomputers; researches computer system manuals & writes or compiles system documentation & user guides.

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

MAJOR WORKER CHARACTERISTICS:

Knowledge of minicomputer 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:

1 course or 3 mos. exp. in minicomputer & microcomputer systems; 3 mos. trg. or 3 mos. exp. in operation of minicomputer &/or microcomputer equipment (e.g., terminals, tape drives, printers).

-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 frequently exposed to constant loud noise.

CLASS TITLE Minicomputer Systems Programmer	CLASS NUMBER: 64182	BARGAINING UNIT: 14
---	-------------------------------	-------------------------------

EFFECTIVE DATE

03/26/1990

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; minicomputer 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.