

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES

Computer Operator

SERIES NUMBER

1237AG

MAJOR AGENCIES

Attorney General Only

EFFECTIVE

10/28/2018

SERIES PURPOSE

JOB TITLE

Computer Operator 1

JOB CODE

12371AG

PAY GRADE

04

EFFECTIVE

10/28/2018

CLASS CONCEPT

The entry level class works under immediate supervision & requires some knowledge of mainframe computer hardware systems & operating procedures in order to learn to operate & monitor mainframe computer hardware system & peripheral equipment.

JOB TITLE

Computer Operator 2

JOB CODE

12372AG

PAY GRADE

26

EFFECTIVE

10/28/2018

CLASS CONCEPT

The developmental level class works under general supervision & requires working knowledge of mainframe computer hardware systems & operating procedures in order to operate & monitor mainframe computer hardware system & peripheral equipment.

JOB TITLE

Computer Operator 3

JOB CODE

12373AG

PAY GRADE

28

EFFECTIVE

10/28/2018

CLASS CONCEPT

The first full performance level class works under direction & requires considerable knowledge of mainframe computer hardware systems & operating procedures in order to perform complex mainframe computer operation functions.

JOB TITLE

Computer Operator 4

JOB CODE

12374AG

PAY GRADE

29

EFFECTIVE

10/28/2018

CLASS CONCEPT

The second full performance level class works under direction & requires considerable knowledge of mainframe computer hardware systems & operating procedures in order to lead team of lower-level computer operators & perform complex mainframe computer operation functions.

| <u>JOB TITLE</u> | <u>JOB CODE</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY GRADE</u> |
|---------------------|-----------------|--------------|------------------|------------------|
| Computer Operator 1 | 12371AG | 45 | 10/28/2018 | 04 |

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.)

Learns to operate & monitor mainframe computer hardware system & peripheral equipment (e.g., tape or disk drives, printers, bursters), learns to identify, correct &/or repair minor system problems (e.g., tape errors, simple hardware malfunctions), mounts computer tapes &/or disks & assists in back-up &/or recovery of system data.

Learns to interpret job-control or report-generating computer language in order to schedule & submit production jobs/data runs; cleans & maintains peripheral computer equipment; labels & logs tapes; bursts &/or decollates print jobs by hand or by machine & distributes to appropriate office; reads manuals regarding equipment operation & system procedures; maintains records of computer &/or printing activities.

MAJOR WORKER CHARACTERISTICS

Knowledge of mainframe computer operating system/procedures*; job control or report-generating computer language*; Attorney General's Office policies & procedures*; addition, subtraction, multiplication, division, percentages, & decimals. Skill in operation of computer terminal & peripheral computer equipment (e.g., tape drives, printers, bursters); Microsoft Office suite. Ability to deal with problems involving few variables within familiar context; complete routine forms; lift up to 30 lbs. of paper repeatedly; move limbs/fingers easily to perform manual functions.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Formal education in arithmetic that includes addition, subtraction, multiplication, division, percentages & decimals; 3 mos. trg. or 3 mos. exp. in operation of computer terminal & peripheral computer equipment (e.g., tape drives, printers, bursters).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May be exposed to continuous loud noise; may work evening or night shift; may work weekends.

| <u>JOB TITLE</u> | <u>JOB CODE</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY GRADE</u> |
|---------------------|-----------------|--------------|------------------|------------------|
| Computer Operator 2 | 12372AG | 45 | 10/28/2018 | 26 |

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 & monitors mainframe computer hardware system, initiates procedures to start, back-up, save, restore &/or shut down computer files or system, mounts computer tapes &/or disks, operates computer terminal & peripheral computer equipment (e.g., tape drives, printers, bursters), identifies, corrects &/or repairs minor system problems (e.g., tape errors, simple hardware malfunctions) & notifies appropriate personnel when major problems are detected.

Learns to perform complex computer operation functions (e.g., operates Ohio data network 'help desk' console; identify & correct major system problems such as network system break downs or system outages); schedules & submits computer production jobs/data runs utilizing job control or report-generating computer language; cleans & maintains peripheral computer equipment; assembles &/or distributes computer print outs/reports; maintains records of operation activities; assists in training lower-level operators; reads manuals regarding equipment operation & system procedures.

Provides information &/or training to on-line or batch users; confers with programmers regarding jobs; coordinates work with production control &/or other ITS personnel.

MAJOR WORKER CHARACTERISTICS

Knowledge of mainframe computer operating system/procedures; computer science or data processing*; job control or report-generating computer language; Attorney General's Office policies & procedures*. Skill in operation of computer terminal & peripheral computer equipment (e.g., tape drives, printers, bursters); Microsoft Office Suite. Ability to deal with problems involving several variables of specialized nature; use diagnostic software (e.g., Netview, IMS) to resolve computer problems; stand, walk or bend continuously; lift up to 50 lbs. of tapes, paper &/or equipment; move limbs/fingers easily to perform manual functions repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

9 mos. trg. or 9 mos. exp. in operation of mainframe computer terminal & peripheral computer equipment (e.g., tape drives, printers, bursters); 1 course or 3 mos. exp. in job control or report-generating computer language; 1 course or 3 mos. exp. in computer operating systems/procedures.

-Or 6 mos. exp. as Computer Operator 1, 12371AG.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May be exposed to continuous loud noise; may work evening or night shift; may work weekends; may be on-call 24 hrs./day, 7 days/week.

| <u>JOB TITLE</u> | <u>JOB CODE</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY GRADE</u> |
|---------------------|-----------------|--------------|------------------|------------------|
| Computer Operator 3 | 12373AG | 45 | 10/28/2018 | 28 |

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.)

Performs complex mainframe computer console operation functions (e.g., operates Ohio data network 'help desk' console; operates remote job entry site 'help desk' as lead operator; identifies & corrects major system problems such as network system breakdowns or system outages; initiates procedures to start, back-up, save, restore &/or shut down computer files or systems & loads controlling devices &/or other operating software into system; performs user administrative functions (e.g., sets up & maintains user accounts & passwords for all servers; works with internal & external users of Attorney General dservers.

Operates computer terminal & peripheral computer equipment (e.g., tape drives, printers, bursters); mounts computer tapes &/or disks; identifies, corrects &/or repairs minor system problems (e.g., tape errors, simple hardware malfunctions) & works with vendors to identify larger system problems; schedules & submits computer production jobs/data runs utilizing job control or report-generating computer language; cleans & maintains peripheral computer equipment; assembles &/or distributes computer print outs/reports; maintains records of operation activities; reads manuals regarding equipment operation & system problem identification; trains lower-level operators; resolves network problems involving mainframe &/or direct or dial-up connections.

Provides technical assistance &/or training to lower level operators; confers with programmers or other ITS personnel regarding operations problems & solutions.

MAJOR WORKER CHARACTERISTICS

Knowledge of mainframe computer operating system/procedures; computer science or data processing; job control or report-generating language. Skill in operation of computer terminal & peripheral computer equipment (e.g., tape drives, printers, bursters); Microsoft Office suite. Ability to define problems, collect data, establish acts & draw valid conclusions; use diagnostic software (e.g., Netview, IMS) to resolve computer problems; read technical manuals & instructions; lift up to 50 lbs. Of tapes, paper &/or equipment; move limbs/fingers easily to perform manual functions repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Associates core program in computer science or electronic data processing; 18 mos. exp. in operation of mainframe computer terminal & peripheral computer equipment (e.g., tape drives, printers, bursters).

-Or 2 yrs. exp. in computer operations, full performance level, position.

-Or 18 mos. exp. as Computer Operator 2, 12372AG.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May be exposed to continuous loud noise; may work evening or night shift; may work weekends; may be on-call 24 hrs./day, 7 days/week.

| <u>JOB TITLE</u> | <u>JOB CODE</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY GRADE</u> |
|---------------------|-----------------|--------------|------------------|------------------|
| Computer Operator 4 | 12374AG | 45 | 10/28/2018 | 29 |

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.)

Leads team of lower-level computer operators (i.e., provides work direction & training) in operating & monitoring mainframe computer hardware system & in operating peripheral computer equipment (e.g., tape drives, printers, bursters); assists in developing procedures for computer operations unit & performs complex mainframe computer operation functions (e.g., operates Ohio data network 'help desk' console; operates remote job entry site 'help desk' as lead operator; identifies & corrects major system problems such as network system breakdowns or system outages).

Initiates procedures to start, back-up, save, restore &/or shut down computer files or systems; loads controlling devices &/or other operating software into system; operates computer terminal & peripheral computer equipment; mounts computer tapes &/or disks; identifies, corrects &/or repairs minor system problems (e.g., tape errors, simple hardware malfunctions) & works with vendors to identify & resolve major problems; schedules & submits computer production jobs/data runs utilizing job control or report-generating computer language; cleans & maintains peripheral computer equipment; assembles &/or distributes computer print outs/reports; maintains records of operation activities; reads technical manuals regarding equipment operation & system problem identification; resolves network problems involving mainframe, direct or dial-up connections.

Provides technical assistance & training to lower-level operators; confers with programmers or other ITS personnel regarding operations problems & solutions.

MAJOR WORKER CHARACTERISTICS

Knowledge of employee training & development*; mainframe computer operating system/procedures; computer science or data processing; job control or report-generating language; Attorney General's Office policies & procedures*. Skill in operation of computer terminal & peripheral computer equipment (e.g., tape drives, printers, bursters); Microsoft Office suite. Ability to define problems, collect data, establish facts & draw valid conclusions; use diagnostic software (e.g., Netview, IMS) to resolve network & telecommunications problems; read technical manuals & instructions; lift up to 50 lbs. of tapes, paper &/or equipment; move limbs/fingers easily to perform manual functions repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Associate core program in computer science or electronic data processing; 2 yrs. exp. in operation of mainframe computer terminal & peripheral computer equipment (e.g., tape drives, printers, bursters).

-Or 3 yrs. exp. in computer operations, full performance level, position.

-Or 12 mos. as Computer Operator 3, 12373AG.

-Or 30 mos. as Computer Operator 2, 12372AG.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May be exposed to continuous loud noise; may work evening or night shift; may work weekends; may be on-call 24 hrs./day, 7 days/week.