SERIES PURPOSE:
The purpose of the computer operator occupation is to operate & monitor mainframe computer &/or microcomputer hardware systems.

CLASS TITLE: Computer Operator 1  
CLASS NUMBER: 12371AG
EFFECTIVE DATE: 01/13/1991
CLASS CONCEPT: The entry level class works under immediate supervision & requires some knowledge of mainframe computer &/or microcomputer hardware systems & operating procedures in order to learn to operate & monitor mainframe computer &/or microcomputer hardware system & peripheral equipment.

CLASS TITLE: Computer Operator 2  
CLASS NUMBER: 12372AG
EFFECTIVE DATE: 01/13/1991
CLASS CONCEPT: The developmental level class works under general supervision & requires working knowledge of mainframe computer &/or microcomputer hardware systems & operating procedures in order to operate & monitor mainframe computer &/or microcomputer hardware system & peripheral equipment.

CLASS TITLE: Computer Operator 3  
CLASS NUMBER: 12373AG
EFFECTIVE DATE: 01/13/1991
CLASS CONCEPT: The first full performance level class works under direction & requires considerable knowledge of mainframe computer &/or microcomputer hardware systems & operating procedures in order to perform complex mainframe computer &/or microcomputer operation functions.

CLASS TITLE: Computer Operator 4  
CLASS NUMBER: 12374AG
EFFECTIVE DATE: 01/13/1991
CLASS CONCEPT: The second full performance level class works under direction & requires considerable knowledge of mainframe computer &/or microcomputer hardware systems & operating procedures in order to lead team of lower-level computer operators & perform complex mainframe computer &/or microcomputer operation functions.
**CLASS TITLE:**
Computer Operator 1

**CLASS NUMBER:**
12371AG

**BARGAINING UNIT:**
045

**EFFECTIVE DATE:**
01/13/1991

**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.)

Learns to operate & monitor mainframe computer &/or microcomputer 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 &/or microcomputer operating system/procedures*; job control or report-generating computer language*; addition, subtraction, multiplication, division, percentages, decimals. Skill in operation of computer terminal & peripheral computer equipment (e.g., tape drives, printers, bursters). 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.
CLASS TITLE: Computer Operator 2
CLASS NUMBER: 12372AG
BARGAINING UNIT: 045

EFFECTIVE DATE: 01/13/1991

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.)

Operates & monitors mainframe computer &/or microcomputer 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; identification & correction of major system problems such as network or teleprocessing system break downs or system outages; installs teleprocessing applications into operating system); 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 computer units.

MAJOR WORKER CHARACTERISTICS:
Knowledge of mainframe computer &/or microcomputer operating system/procedures; computer science or data processing*; job control or report-generating computer language. Skill in operation of computer terminal & peripheral computer equipment (e.g., tape drives, printers, bursters). 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 &/or microcomputer 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, 12371.

-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.
**CLASS TITLE:**
Computer Operator 3

**CLASS NUMBER:**
12373AG

**BARGAINING UNIT:**
045

**EFFECTIVE DATE:**
01/13/1991

**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.)

Performs complex mainframe computer &/or microcomputer console operation functions (e.g., operates Ohio data network 'help desk' console; operates remote job entry site 'help desk' as chief operator; identification & correction of major system problems such as network or teleprocessing system breakdowns or system outages; installs teleprocessing applications into operating system), 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 (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) & contacts appropriate vendor or engineer when major problems are detected; 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 on-line or batch users; confers with programmers or other computer unit personnel regarding operations problems & solutions.

**MAJOR WORKER CHARACTERISTICS:**
Knowledge of mainframe computer &/or microcomputer 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). 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:**
Completion of courses required for associate degree in computer science or electronic data processing; 18 mos. exp. in operation of mainframe computer &/or microcomputer 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, 12372.

-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.
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 &/or microcomputer 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 &/or microcomputer operation functions (e.g., operates Ohio data network 'help desk' console; operates remote job entry site 'help desk' as chief operator; identification & correction of major system problems such as network or teleprocessing system breakdowns or system outages; installs teleprocessing applications into operating system).

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) & contacts appropriate vendor or engineer when major problems are detected; 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 telecommunications & network problems involving mainframe &/or microcomputer, direct or dial-up connections.

Provides technical assistance to on-line or batch users; confers with programmers or other computer unit personnel regarding operations problems & solutions.

MAJOR WORKER CHARACTERISTICS:
Knowledge of employee training & development*; mainframe computer &/or microcomputer 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). 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:
Completion of courses required for associate degree in computer science or electronic data processing; 2 yrs. exp. in operation of mainframe computer &/or microcomputer 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, 12373.

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

-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.