COMPUTER OPERATIONS SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is supervisory and technical computer operation work.

Employees in this class supervise the operation of a computer system on an assigned shift or a large and complex computer operation section.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Coordinates all data operation activities with other supervisors or units in the data processing division.

Plans, organizes and directs computer system production work on assigned shifts; controls and supervises the operation of a large and complex computer and peripheral data processing equipment.

Established detailed schedules for the maximum utilization of manpower and data processing equipment.

Reviews program operating instruction sheets to determine equipment set up and run operation.

Makes continuous observation of the computer while in operation; monitors the system and determines the point of equipment or program failure. Manipulates controls in accordance with standard procedures to re-arrange sequences of program steps in order to correct computational errors. Confers with technical personnel regarding errors which requires a change of instructions or sequence of operations.

Recommends improved service routines, production techniques and modifications or additions to equipment.

Trains subordinates in operation techniques and procedures involving new programs.

Maintains records of equipment utilization and other records for reporting purposes.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles of data processing.

Knowledge of computer operating practices, procedures and techniques.

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Knowledge of computer operating capabilities.

Knowledge of computer programming techniques where necessary.

Knowledge of electronic data processing practices, procedures and techniques.

Knowledge of modern office procedures, practices and methods.

Ability to supervise a computer operation system.

Ability to train subordinates in computer operation techniques and procedures.

Ability to identify and correct program failures and other malfunction within the scope of computer operation.

Ability to think in terms of computer logic.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to prepare reports.

Skill in the operation of computer and peripheral data processing equipment.

MINIMUM EXPERIENCE AND TRAINING:

a) Four years of experience in computer and peripheral data processing machine operation; or

b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980

DAVID R. FLORES, Executive Director
Civil Service Commission