

TELEPROCESSING NETWORK COORDINATOR

NATURE OF WORK IN THIS CLASS:

This is complex technical work involved in coordinating and maintaining the Network System Equipment and Program Activities.

Employees in this class perform the full range of complex technical duties, including independent work in specialized areas of the profession. Employees often serve as team or group leaders over less experience technical staff.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Coordinates the usage of the central computer system by users of on-line terminal at various departments/agencies through a teleprocessing network system.

Maintains and reassembles the terminal control table as changes, addition/deletions of on-line terminal occurs; maintains sign on table that programs authorized users of the terminal and catalog such table to the core image library.

Monitors line operation and defines line problems concerning customers' usage of the system; makes minor repairs to network data terminal equipment such as replacing integrated circuit cards, powerpack and transformers.

Instructs users on problem reporting and the use of returnable equipment; instructs compute operators on recovery procedures for the terminal network under the master terminal commands.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the operation of electronic data processing machines and peripheral equipment.

Knowledge of the practices, procedures and techniques of electronic data processing and the teleprocessing network.

Knowledge of the basic compute programming.

Ability to make minor repairs to network data terminal equipment.

Ability to recommend improvement in the use and application of the teleprocessing network equipment.

Ability to evaluate operational efficiencies and recommend changes to improve effectiveness.

Ability to identify the various switches, devices and uses of the peripheral equipment.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

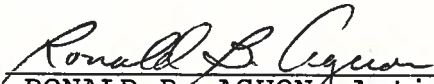
Skill in the operation, adjustment and care of teleprocessing network and peripheral equipment.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Two years of experience in computer and peripheral data processing machine operation, and one year of experience in teleprocessing network machine operation and repair; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: September 1982

Pay Range: 25



RONALD B. AGUON, Acting
Executive Director, Civil
Service Commission