



Computer Operations Specialist II

Salary Group: B14

Class Code: 0261

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
COMPUTER OPERATIONS SPECIALIST I	0260	B12	\$27,840 - \$43,798
COMPUTER OPERATIONS SPECIALIST II	0261	B14	\$31,144 - \$49,134
COMPUTER OPERATIONS SPECIALIST III	0262	B16	\$34,918 - \$55,130
COMPUTER OPERATIONS SPECIALIST IV	0263	B18	\$39,521 - \$64,449
COMPUTER OPERATIONS SPECIALIST V	0264	B20	\$45,158 - \$73,788
COMPUTER OPERATIONS SPECIALIST VI	0265	B22	\$51,614 - \$84,479

GENERAL DESCRIPTION

Performs routine (journey-level) computer and peripheral equipment operations work. Work involves operating and monitoring mainframe computer equipment and peripherals, including controlling computer production/processing and maintaining communications links. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Monitors hardware systems using operating systems and executes daily backups.

Monitors the operation of data communication network equipment, network computer consoles, or similar devices to detect inefficient performance or failures; and initiates corrective action to improve overall performance.

Reports failures and abnormalities of files during backup procedures.

Responds to program error messages by finding and correcting problems or terminating the program.

Uses communications patch panel and patch cords or switching equipment to switch failing circuits to backup equipment.

Uses electronic test equipment to identify computer and network equipment failures.

Performs duties associated with batch processing of jobs and distributes appropriate reports.

Performs operational tasks such as mounting and dismounting tapes, disks, and other media, and servicing printers and other peripheral equipment.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in operating computer and peripheral equipment or data communications networks. Graduation from a standard senior high school or equivalent, supplemented by coursework in computer equipment operations, is generally preferred. Education and experience may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of computer applications, of capabilities and limitations of computer equipment, of automated communications systems, and of the safe operation and use of electronic and electrical test equipment.

Skill in the use of computer equipment.

Ability to interpret electrical and electronic schematics and diagrams, to analyze and solve work problems, and to communicate effectively.