



Computer Operations Specialist III

Salary Group: B16

Class Code: 0262

<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 complex (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 general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Monitors hardware systems using operating systems and executes daily backups.

Starts up, monitors, and brings down the operation of a computer system or administrator console.

Assesses the performance of the computer systems in order to maintain the parameters and standards of information technology operations and to assist in making corrections or improvements.

Reports failures and abnormalities of files during backup procedures.

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 media equipment.

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

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;