



Computer Operations Specialist IV

Salary Group: B18

Class Code: 0263

<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 highly complex (senior-level) computer and peripheral equipment operations work. Work involves coordinating and scheduling computer operations and assisting with the development of new procedures and programs. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Schedules work, systems monitoring, and problem resolution of batch jobs.

Coordinates site planning and preparation regarding changes to the computer or data communications configurations, and ensures that requirements are met.

Reviews reports of problems and evaluates the timeliness with which they are resolved, taking corrective action where appropriate.

Advises on proposed computer applications, including data transmission and the use of data communications equipment.

Assists with the development and establishment of control and backup procedures for operations, and monitors for compliance.

Assists in answering questions from systems users and assists in resolving operating and production job problems.

May contact vendors concerning equipment and maintenance matters.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in automated computer operations and systems. 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 programs and procedures, of principles of electronics and electronic data processing, of electrical and electronic safety procedures, and of data communication networks.

Skill in the use of computer systems, and in effective technical communications.

Ability to devise work methods and procedures, to analyze and solve work problems, to communicate effectively, and to supervise the work of others.