SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL

CLASS TITLE:     Computer Operator I     CLASS CODE: 546
CLASS TITLE:     Computer Operator II     CLASS CODE: 549

CHARACTERISTICS OF THE CLASS:

Classes in this series operate computer systems, multiple on-line teleprocessing systems, auxiliary consoles and peripheral equipment on large scale computer systems; troubleshoots and resolves operating problems; and does related duties as required.

DISTINGUISHING CHARACTERISTICS:
The Computer Operator II is distinguished from the Computer Operator I by the II’s responsibility to: (1) provide lead and technical direction to I’s; and (2) resolve more difficult and complex operational problems.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class.)

Operates computer systems; troubleshoots and resolves operating problems; organizes input and output queues to process jobs on schedule; checks and routes output, out-of-shop tapes and documentation to production control; monitors operation of system, communication and data base software; initiates incident reports for job malfunctions and for equipment failures; assists in training of computer operators; notifies vendors and others of abnormal equipment performance; participates in solution of system operation problems; ensures that equipment is properly maintained and cleaned; and participates in identifying and resolving communication network problems, and schedules computer system work as required.

QUALIFICATIONS:

Education and Experience:

Computer Operator I  One year of experience as a computer operator for a medium to large scale computer systems including full responsibility for operating the main console.

Computer Operator II Three years of experience in performing operations work for medium to large scale computer systems under advanced operating systems, one (1) year of which must have included full responsibility for operating the main console, teleprocessing and related peripheral equipment under advanced operating systems.
Knowledge and Abilities:
Knowledge of advanced computer operating system command concepts;
Knowledge of computer system startup and shutdown procedures;
Knowledge of computer equipment maintenance procedures;
Knowledge of tape management procedures;
Knowledge of third and fourth generation computer concepts;
Knowledge of principles and practices of data processing procedures, controls, workflow and operating techniques;
Ability to analyze multiple job requirements and equipment capabilities and schedule jobs for optimum efficiency in a multiprogramming environment;
Ability to communicate effectively, both orally and in writing;
Ability to respond to emergencies caused by hardware malfunctions, software and applications program, employee absence and other problems;
Ability to operate all types of computers and associated peripheral devices;
Ability to establish and maintain effective working relationships with others;
Ability to plan and direct the work of others.

*Computer Operator II only

Board Approved: 6/24/86