DEFINITION

Under general supervision by the Information Systems Director, to operate the computer and monitor system performance by means of a console and online terminals. To do related work as required.

EXAMPLES OF DUTIES

In a multiprogramming online environment ensures that input data files are entered as required in order to maintain production schedules. Monitors console messages and reacts according to directions from systems software or applications programs. Observes system operation and determines whether programs appear to be operating correctly. Analyzes potential problems and takes corrective action where called for. Balances operations resources and optimizes workflow. Resolves conflicts in schedules or resource requirements, with minimum impact on commitments to users. Makes decisions regarding short term expediting of jobs in various stages of data processing. Maintains records required to supplement console log, including documenting problems and actions taken, computer utilization logs, file identifications and similar data. Performs procedures required for system backup, including copying system files, libraries, message logs, etc.

SPECIAL REQUIREMENTS

Possession of an appropriate California Operator’s License issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

DESIRABLE QUALIFICATIONS

Knowledge of:
Principles, capacities, and operations of multiprogramming online computer systems;
Use of job procedure manuals and the preparation of data for computer operations;
Basic computer programming and operation documentation techniques;

And

Ability to:
Skillfully operate a multiprogramming online computer system and related peripheral equipment;
Schedule work for a data processing unit and ensure the smooth flow of work through operations processes;
Assist with the development of job procedure manuals and new processing methods;
Interpret console messages from system software or application programs and perform required actions.

Training and Experience:
Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be to have attained two years of increasingly responsible experience in the operation of multiprogramming online electronic computers.