

## COMPUTER OPERATOR (TAPE AND DISC)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for performing complex procedures in the adjustment of controls and in the operation of a medium to large scale mainframe computer system, mid-range computer system and/or client/server systems. Work procedures originate from flow charts, operating instructions, and from the operators' knowledge of the computer. Incumbents may operate other ancillary equipment such as microfiche camera, microfiche developer and duplicator, page printer, scanners, etc. Incumbents may function independently and without supervision and may be assigned to any one of three shifts which operate on a 7 day, 24 hour basis. Supervision is not a responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Operates internally programmed computers, mid range computers, and/or client/server systems for a variety of applications;

Mounts magnetic tapes, discs, and forms;

Enters, receives and responds to console messages;

Maintains, reviews and records operational schedules, utilization records, down time and other data;

Monitors work in process for accuracy of printing, intermediate and final totals, and tape labeling and usage data;

Assists in diagnosis of errors, restart and recovery procedures;

Assists in the preparation of job control language;

Assists in the arrangement, storage and security of data;

Operates other ancillary equipment such as microfiche camera, microfiche developer and duplicator, page printer, scanners, etc.;

Performs prescribed daily maintenance, maintains computer room in neat and orderly fashion;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs extensive);

May perform help desk functions as needed;

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the operations of a medium to large scale internally programmed computer with magnetic storage media (i.e. tape and disc), mid-range computer systems and/or client/server systems; familiarity with multi-programming methods; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to understand and carry out written and oral directions; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to think logically; ability to get along well with others; accuracy; good judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school diploma or equivalency and either: (a) two years of experience where the primary function of the position was the operation of a medium to large-scale main frame computer system, mid-range computer system, and/or client/server system (such as IBM OS/390 and IBM z/OS) acquired within the last four years which must have included use of Job Control Language, Netview operations or VTAM operations; (b) satisfactory completion of a one year post high school course in Computer Science, Management Information Systems, or a closely related field and one year of experience as defined in (a); or (c) a Bachelor's degree in Computer Science, Management Information Systems, or a closely related field.

NOTE #1: Experience gained on a home computer may not be considered as work experience.

NOTE #2: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.