

COMPUTER RESOURCE ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Technical Services, the incumbent is responsible for the completion of the design and development of statistical indicators of the various facets of computer utilization and the evaluation of the same to uncover problems and bottlenecks in resource availability. The work also involves developing recommendations for Computer Systemload and resource balancing in order to improve overall throughput. Supervision may be exercised over a small number of technical employees as required. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates production job control language procedures and standards with respect to resource utilization;

Coordinates special projects relating to resource optimization such as equipment upgrades, and volume groups reorganization;

Analyzes computer performance and prepares standards and procedures leading to more efficient computer utilization;

Prepares procedures for the orderly transmittal test, revised, parallel or new production systems;

Conducts continuous quality evaluation of all procedures and operational processes to promulgate recommendations for the optimization of operational systems;

Conducts special studies and projects as required;

Conducts training programs for computer operations personnel.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the operation and use of an internally stored programmed computer with magnetic storage media; thorough knowledge of Job Control Language Concept; good knowledge of modern methods of data cataloging and storage; good knowledge of computer performance monitoring techniques; ability to plan, organize and schedule computer operations; ability to communicate effectively both verbally and in writing; ability to analyze and evaluate operational data; ability to train and evaluate computer operators; good judgment; initiative; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either (a) a Bachelors degree* and 5 years of experience in Data Center operations, 2 years of which must have been in the supervision of computer operations including the participation in the development and analysis of computer operational procedures; (B) 9 years of the above stated experience, 2 years of which must

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (Cont'd.)

have been in the supervision of complex operations including the participation in the development and analysis of computer operational procedures; (C) an equivalent combination of training and experience as defined by the limits of (A) and (B).

*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 Education Department as a post-secondary, degree-granting institution.

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Job Class Code: C1804
Job Group: XIII