

LEAD COMPUTER OPERATOR (TAPE AND DISC)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this position assists in supervising and coordinating computer and/or client/server operations, participates in the development of production schedules and supervises a respective computer operations shift. Responsibility involves work with magnetic tape and disc programs and data files, console routine, diagnostic and correction procedures, and program library maintenance of production and machine utilization records. The incumbent may be assigned to any one of three shifts which operate on a 24 hour, 7 day week basis. Incumbents may operate other ancillary equipment such as microfiche camera, microfiche development and duplicator, page printer, scanner, etc. Supervision is exercised over a number of Computer Operators and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in scheduling production requirements and assigning personnel to necessary equipment on the appropriate shift;

Monitors and assists in all aspects of computer and/or client/server operations;

Assists in developing operational standards and procedures, reviewing production flow charts, and establishing recovery procedures;

Reviews work in progress for accuracy and completeness;

Trains inexperienced operators in proper procedures and evaluates their performance;

Operates computer equipment and/or client/server equipment and other related data ancillary equipment such as microfiche camera, microfiche developer and duplicator, page printer, scanner, etc.

Supervises or performs prescribed daily maintenance of computer room and equipment;

Assists in the evaluation of new products and equipment;

Assists operators in location and correction of errors;

Assists in communicating verbally with vendors in scheduling preventive maintenance and repair work;

Controls the validity of production and test libraries;

Assists in evaluating employee performance;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

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 other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of multi-programming methods; thorough knowledge of the operations of a medium to large scale internally programmed computer with magnetic storage media, mid-range computer systems and/or client/server systems; good knowledge of job control language; good knowledge of the principles and practices of supervision; good knowledge of standards for proper maintenance of computer equipment; knowledge of the techniques of employee evaluation; familiarity with data communication equipment; ability to effectively use computer applications such as spreadsheets, word processing, e-mail, calendar and database software; ability to understand and execute complex written and oral directions; ability to read, write, speak, communicate and understand English sufficiently to perform the essential duties of the position; ability to reason logically and accurately; ability to supervise the work of others; good judgment; ability to communicate effectively both verbally and in writing; initiative; resourcefulness; tact; 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) Bachelor's Degree* in Computer Science, Data Processing or Management Information Systems and two years experience where the primary function of the position was the operation of a medium to large scale computer system, mid-range computer system, and/or client/server systems (such as IBM OS/390 and IBM z/OS) acquired within the last four years, one year of which must have been in a supervisory capacity; or (b) six years of the above stated experience acquired within the last six years, one year of which must have been in a supervisory capacity; or (c) an equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

NOTE: Unless otherwise noted, only experience attained after gaining 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.