

SENIOR COMPUTER OPERATOR - TAPE AND DISC

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for monitoring and controlling 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 servers. This position is distinguished from Computer Operator - Tape and Disc by the greater demand for experience and knowledge as well as in the scope and complexity of work. Incumbents may operate other ancillary equipment such as microfiche camera, microfiche developer and duplicator, page printer, scanners, etc. An incumbent may be assigned to any one of three shifts. Guidance and instruction may be exercised over a small number of Computer Operators. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Monitors and controls the operation of the computer and/or client/server systems through the operators console and communication controller;

Prepares all job control language;

Diagnoses machine errors and performs restart and recovery procedures;

Maintains tape and disc logs;

Maintains operating records for machine performance;

Maintains off-site security files;

Works directly with the Lead Computer Operator in the parallel running of new or test cycles;

Reviews operational schedules;

Monitors work in process for accuracy;

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

Assists in the evaluation of new products and equipment;

Assists in the development of procedures and standards;

Implements operating procedures and standards;

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, mid-range computer system, and/or client server; good knowledge of the operations of a client/server system; good knowledge of the methods of multi-programming; good knowledge of job control language; ability to prepare moderately complex procedures such as job control language; 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 provide guidance and instruction over the work of others; familiarity with the principles and practices of supervision; accuracy; good judgment; initiative; 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) three 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; or (b) a Bachelor's Degree* in Computer Science, Management Information Systems or a closely related field including a minimum of 12 credits in computer science courses.

SUBSTITUTION: Satisfactory completion of a 30 credits* in Computer Science, Management Information Systems or a closely related field may be substituted on a year for year basis for up to two years of experience defined in (a).

NOTE#1: Experience 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.