

PERIPHERAL EQUIPMENT OPERATOR

03650
(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for assisting in monitoring operations and controlling of a computer or computers. An employee in this class assists in the operation of a central console in accordance with predetermined procedures to rearrange sequence of job stream steps to correct computational errors or continue operations when individual units malfunction.

Assignments are received from a Console Operator and reviewed upon completion.

Employees in this class do not supervise. Does related work as required.

TYPICAL WORK ACTIVITIES

Mounts and dismounts tape and disk volumes.

Assists in operating the central processing unit and connected equipment from an operations console and auxiliary console.

Studies program operating instructions to determine equipment setup and instructions on how to run the program.

Starts computer operations by running a program consisting of a set of instructions into the central processing unit.

Investigates the reasons for computer stoppage by reviewing coded displays.

Collects printed output from the computer run.

Keeps records as required.

Keeps the printer filled with necessary forms or paper as required to run each program.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of the capabilities and uses of a main frame computer system.

Working knowledge of the procedures used to run and control the operations of a computer and its peripheral equipment.

Ability to review and learn procedures in order to react quickly when a malfunction occurs.

Ability to judge facts and circumstances, choosing correctly between several alternatives.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Promotion: One (1) year of permanent competitive class status in the title of Data Entry Equipment Operator.

Open Competitive:

A. Successful completion of a course in computer operations from a college, university, business or trade school; or,

B. Six (6) months of work experience, or its part time equivalent, in the operation of a computer (other than a personal computer), performing input/output control or forms preparation or other similar work; or,

C. One (1) year of work experience, or its part time equivalent, in data entry equipment operations.

NOTE: Completion of an associates degree program in computer science, data processing or

other closely related field will be considered qualifying under the criteria as listed in A above.

01/99 Revised