



PERSONNEL COMMISSION

Class Code: 5111
Salary Range: 25 (C1)

SYSTEMS OPERATOR

JOB SUMMARY

Under general supervision, perform a variety of computer systems operations involved in generating and printing regular and special reports; maintain system integrity and prepare backup data files; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Utilize data processing machines and peripheral equipment to generate and print a variety of regular and special reports; schedule production jobs and modify parameters for nightly processing; run scheduled batch jobs. **E**
- Print, separate and distribute reports and special forms in accordance with established timelines; monitor and adjust computer systems and equipment to maximize printing quality and speed; utilize a variety of printers. **E**
- Review completed jobs for completeness; prepare completed jobs for distribution to appropriate departments; maintain computer system operation records and logs. **E**
- Maintain system integrity and prepare backup files in accordance with established procedures; monitor backup up status of servers; maintain library of backup files and send backup tapes to the warehouse as necessary. **E**
- Monitor status of online systems; observe peripheral equipment and error messages displayed on monitors to detect faulty output or machine stoppages. **E**
- Troubleshoot system and equipment malfunctions; contact the Help Desk to create service tickets; provide technical troubleshooting assistance to users concerning system problems. **E**
- Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns. **E**
- Monitor inventory levels of supplies and materials such as paper, printer ribbon, toner, forms and labels; order, receive and maintain inventory of supplies and materials. **E**
- Fold and insert paychecks and direct deposit forms into envelopes for distribution to District employees. **E**
- Clean and perform routine maintenance to equipment as necessary; arrange for major repairs as needed. **E**

- Participate in training sessions and workshops regarding new equipment and procedures; train new operators as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Systems Operator is a skilled operator of a wide variety of data processing equipment at the District's Data Center, serving the entire District. Incumbents perform a variety of computer systems operations involved in generating and printing regular and special reports and running scheduled batch jobs.

EMPLOYMENT STANDARDS

Knowledge of:

Data processing terms, practices and procedures.
Operation and maintenance of computer systems and peripheral equipment.
Scheduling requirements for special projects and production runs.
Data control procedures and data entry operations.
Computer operating and network systems.
Record retrieval and storage systems.
Requirements of maintaining and organizing a magnetic tape library.
Proper methods of storing equipment materials and supplies.
Basic record-keeping techniques.
Basic math.
Oral and written communication skills.
Proper lifting techniques.
Basic inventory methods and practices.

Ability to:

Operate computers and peripheral equipment properly and efficiently.
Process a variety of computer production runs according to detailed instructions.
Detect errors in the material and data being processed.
Perform a variety of computer operation duties to assure the proper and efficient operation of the computer room.
Review and verify input and output data to assure accuracy and efficiency.
Develop and prepare processing schedules for computer operations.
Observe machines in operation, analyze stoppages and take correct actions.
Diagnose and understand reasons for system failures.
Maintain routine records and logs.
Maintain a magnetic tape library.
Understand and follow oral and written instructions.

Work cooperatively with others.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Meet schedules and timelines.

Education and Training:

Graduation from high school.

Experience:

Two years of experience operating networked computer systems and equipment in a centralized data processing center.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

WORKING ENVIRONMENT

Office environment.
Constant interruptions.
Noise and dust from computer and printing operations.
Extended viewing of a computer monitor.
Shift work, evening or variable hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials and view a computer monitor.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Lifting, carrying, pushing or pulling heavy objects weighing up to 50 pounds.
Reaching overhead, horizontally and above the shoulders to retrieve supplies.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 6/14/2007
Revised: 10/11/12