Class Specifications for the:

COMPUTER OPERATOR SERIES

Series Definition:

This series includes positions engaged in operating or supervising the operation of the control console of a digital computer system. Work activities also include operation of attached peripheral and EAM equipment used in direct support of computer operations. Positions in this series require a knowledge of the functions of the various computer features and the ability to read, interpret and correctly respond to information in the form in which it is transmitted through the computer system.

The levels of the classes in this series are established by the differences in levels of duties and responsibilities of the work performed. Each class in this series is established by combinations of differences in the following factors (generally called classification factors):

a.   Nature and Variety of Work.

b.   Nature of Supervision Received by Incumbent.

c.   Nature of Available Guidelines for Performance of Work.

d.   Originality Required.

e.   Purpose and Nature of Person-to-Person Work Relationships.

f.   Nature and Scope of Recommendations, Decisions, Commitments and
      Conclusions.

g.   Nature and Extent of Supervision Exercised Over Work of Other
      Employees.

h.   Knowledge and Abilities Required.

All of these factors are not discussed at each class level. As appropriate, the factors have been combined to prevent repetition and for editorial brevity.

<u>COMPUTER OPERATOR I</u>   8A.289

<u>Duties Summary</u>:

   Assists in the monitoring and control of an electronic computer and attached peripheral equipment in the processing of a variety of data and performs other related duties as assigned.

<u>Distinguishing Characteristics</u>:

   The primary responsibilities of positions in this class are the loading of cards, paper, magnetic tapes and disks for computer input and output operations; the operation of digital computing equipment with a console device or auxiliary control panels and providing relief to the regular console operator including the direction of work processes in the various work stations.

   Duties are performed under general supervision. Recommendations, decisions and commitments made are based on applicable procedures, instructions or on precedent decisions. Incumbents are responsible for exercising technical judgment in choice of applicable and appropriate procedures. Effective work relationships are maintained with supervisors and other staff personnel.

<u>Examples of Duties</u>:

   Initialize computer system for each job in accordance with the operating instructions; prepare the input/output units for processing; load input/output units with materials such as cards, tapes, printout forms or disks for operating runs; diagnose causes for interruptions in processing and take corrective appropriate action as necessary as defined in operating instructions; record abnormal indications of the system in record journals; verify that input data is assembled and assist in JCL evaluation; tie in the required tape stations and insert the required form and carriage tapes on high-speed printers; operate control switches on control panels, storage devices, printers, readers, and punches; maintain custody and care of tapes withdrawn from the tape library; classify and catalog tape reels and establish and maintain charge out logs; check tape reels to detect worn or damaged conditions and notify supervisor; may wire control panels, operate tape testers and unit record equipment such as sorters, collators, decollators, bursters, OMR and relieve the central console operator in manning the central console or remote job entry processing station.

<u>Knowledge and Abilities Required</u>:

   <u>Knowledge of</u>: Computer console operations; partition definition; components of an electronic computer and their operation and functions; principles of computer programming; punch card equipment operation; operating system concepts; job control language standards; program testing methods and procedures.

Ability to: Set up and operate an electronic computer and peripheral equipment; monitor the central console and coordinate the functions of the computer system; initialize and test components of the computer; identify error or machine stop and take required corrective action; read and understand program operating instruction sheets; work well with other personnel and be able to perform duties on a rotating shift basis.

<u>COMPUTER OPERATOR II</u>   8A.291

Duties Summary:

Monitors and controls an electronic computer and attached peripheral equipment by operating the control console and directing the activity of the various work stations in a multi-programming environment or controls and operates a remote job entry station connected to the central computer via communication lines; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for monitoring and controlling the operations of a central computer and directing the activity of the various workstations for input/output operations. Duties are performed under general supervision of a higher-level computer operator or other computer personnel. Recommendations, decisions and commitments made at this level are based on applicable procedures, instructions or on precedent decisions. Good judgment must be used in arriving at those decisions necessary in directing the operations and control of the central computer system and the remote job entry station. Effective work relationships are maintained with the supervisor and other staff personnel.

Examples of Duties:

Initializes a central computer system or remote job entry station for each job in accordance with operating instructions; directs the preparation of input/output units for processing and the loading of units with materials such as tabulating cards, magnetic tapes, magnetic disks, and printer output forms; records abnormal indications of the system in record journals; diagnoses causes for interruptions in processing and take appropriate corrective actions as necessary; responds to messages generated by the operating system; alters and redefines classes and priorities when necessary; initializes the buffer loading of carriage control formats; assists in JCL evaluation; manipulates control switches on control panels, storage devices, printers, readers and punches; may perform other duties such as tape certification, control and custody, operation of testers and unit record equipment and may assume the duties of the lead operator in his absence; and may assist the lead operator in training others in the operation of the central console and remote job entry station.

Knowledge and Abilities Required:

Knowledge of: Principles and techniques of computer console operation; components of an electronic computer and their operation and functions; principles of computer programming; operating system concepts; job control language standards; program testing methods and procedures; and operating standards and procedures.

Ability to: Direct and control the operations of a central computer system; set up, operate and control the operation of a remote job entry facility; monitor the central console and coordinate the functions of the computer system; initialize and test components of the computer system, identify errors or machine terminations and take required corrective action; read and understand program operating instructions; keep standard office records; work well with others and be able to perform duties on a rotating shift basis.

<div align="center">COMPUTER OPERATOR III   8A.293</div>

Duties Summary:

Supervises and participates in the operation of an electronic computer and peripheral equipment, including all unit record equipment, in processing a variety of jobs on an assigned shift, and performs other duties as required.

Distinguishing Characteristics:

This class reflects supervision and participation in the operations of an electronic computer on an assigned shift and may include coordination of the central computer system and remote job entry stations. Incumbents operate under the general supervision of a data processing operations supervisor who provides guidelines and direction. Incumbents are thoroughly familiar with full operating systems concepts and the capabilities, uses and operation of various types of electronic and electro-mechanical data processing equipment, job control language coding, remote job entry processing, and operating standards and procedures.

Examples of Duties:

Supervises and participates in the operation of an electronic computer in processing a variety of jobs; monitors job scheduling and arranges job streams for processing; reviews operator procedure instructions for device mounting, retention and forms control; prepares and modifies erroneous job control cards when detected; supervises the initialization of the central computer system in accordance with the various operating system instructions; alters and assists in scheduling the computer system; directs the changes to class codes and priority conditions; directs the

manipulation of the various queues; analyzes and redefines, when necessary, partition sizes and status; maintains utilization records and prepares reports concerning machine and employee production; participates with supervisors in reviewing electronic data processing utilization, workload and scheduling to determine efficiency of operation; recommends revisions to operating schedules based on operating experience; recommends action to improve efficiency of operation by eliminating bottlenecks in work flow and improving coordination with other units; makes emergency revisions to schedules when performing on second shift; periodically confers with analyst/programmers to discuss results of machine runs, explaining machine malfunctions which may have been caused by faulty programming; assists in the training and orientation of new employees and recommends the selection of personnel referred for hire or promotion; and enforces operating rules and regulations and safety procedures.

Knowledge and Abilities Required:

Knowledge of: In addition to the knowledge and ability requirements of subordinate levels, must have knowledge of principles and practices of supervision, report writing, and office practices and procedures; principles and practices of electronic and electro-mechanical data processing production operations; computer program content; operation of remote job entry systems and teleprocessing systems; methods and techniques of program recovery.

Ability to: Plan, assign and supervise the activities of a computer operations unit; operate the central console in monitoring and controlling an electronic computer; evaluate machine stoppage on error conditions and effect corrective action; supervise and coordinate electronic and electro-mechanical data processing production operations; recommend procedures for improved production operations and efficiency; develop training programs and implement training of subordinates; maintain records and prepare reports; and perform such duties on a rotating shift basis.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service classes COMPUTER OPERATORS I, II, and III by the Department of Education Civil Service system.

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Gerald Okamoto
Assistant Superintendent
Office of Human Resources