

EDP OPERATIONS TECHNICIAN 3

KIND OF WORK

Highly complex leadwork in electronic data processing operations.

NATURE AND PURPOSE

An employee in this class is responsible for performing lead operation duties that are highly complex and require the highest degree of technical knowledge. Responsibility includes devising new methods and procedures and providing technical assistance to employees in lower classifications under minimum supervision. An employee is responsible for writing documentations to be used as directions in the handling and controlling of data input and output.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Aids technical employees in lower classifications by providing technical assistance.

Takes appropriate action to ensure that production and quality standards are met.

Takes immediate action to correct hardware and software malfunctions plus environmental problems.

Initiates job restart procedures.

Coordinates and monitors teleprocessing operations.

Negotiates production schedules between users and operations.

Write proper instructions for control to handle data for computer processing.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Operation of the computer and its peripheral equipment.

Computer operating systems and the preparation and use of job control cards.

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Class Specification

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All facets of the control and staging areas.

All control and operating standards and procedures.

Ability to:

Communicate effectively both orally and in writing.

Establish rapport with users professional, personnel and lower classified technical personnel.

Est.: 3/30/73

Rev.:

Ckd.: 8/92

T.C.:

Former Title(s):