

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Assistant Data Processing Operator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Information Technology	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	031 OTBS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Assist in the operation and monitoring of mainframe computer systems and related peripheral equipment for a designated shift.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Monitor and operate mainframe computer, computer peripherals and personal computer systems. **E**

Study run instruction sheets and determine appropriate job and equipment setup in accordance with daily schedules. **E**

Review operational records to keep abreast and notify others of operational changes and records data in shift log. **E**

Maintain computer system operational records. arrange for equipment service or repair. **E**

Log trouble calls and track reported service calls to vendors to assure that repairs and adjustments are completed in a timely manner. **E**

Perform computer room environmental preventative maintenance in assigned areas and on designated equipment. **E**

Assist in installation of and make minor repairs to computer equipment, telecommunication devices, and new network links. **E**

In a training capacity, become familiar with district data communication network components and assist Data Processing Operators in laying of cables and connect devices to repair existing or new network links or computer equipment. **E**

Replenish printing stock for processing. **E**

Lift and move supplies, forms, and equipment and rearrange cables and furniture to accommodate operation needs. **E**

May assist with operation of burster, folder sealer, and other equipment in the distribution section as needed.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school supplemented by satisfactory completion of recognized training courses in computer operations, data communication theory and troubleshooting, or six months of progressively responsible assignments in the operation of both large and small scale computer systems. Experience specific to the district's current hardware and software environment or equivalent is desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Data communications and telecommunications principles, modems, printers, and video display configurations.

Personal computers.

MVS Job Control Language (JCL).

Multiple Virtual Storage/Extended Architecture (MVS/XA) operating system, Job Entry System II (JES II) , Tape Management System (TMS) , Restart Monitoring System (RMS), Time Share Option (TSO), and on-line Customer Information Control System (CICS).

Reading and writing English communication skills.

ABILITY TO:

Operate modern, medium-to-large scale, high speed digital computers and related equipment and software;

Interpret technical data and specifications and communicate effectively with non-technical staff, both orally and in writing

Quickly learn district data communication network trouble-shooting techniques and assist other operators in daily maintenance of network components

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor air conditioned computer room environment with exposure to noise on a continual basis.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; ability to lift and move supplies, equipment, and other items weighing up to 75 pounds.

NOTE: Some positions in this job class may be assigned to work a straight eight hour shift (1st, 2nd, or 3rd shift) and/or a work week schedule other than Monday through Friday.

NOTE: An incumbent in the job class of Assistant Data Processing Operator may be promoted to the next higher job class of Data Processing Operator upon certification by the department head and approval by the division head that the incumbent meets the minimum qualifications listed on the current class description of the higher job class and is regularly performing a majority of the higher level duties.

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Job Code 7405

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