

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Data Processing Operator	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Information Technology	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	037 OTBS
<b>REVISED:</b>	July 1, 2002		

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**BASIC FUNCTION:**

Operate an electronic computer and peripheral equipment.

**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 control an electronic computer. **E**

Study run instructions and determine equipment setup and operating procedures. **E**

Load card, tape, and disk units to monitor systems. **E**

Operate peripheral equipment and wires control panels. **E**

Audit input-output data and maintain operational records. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to high school graduation supplemented by satisfactory completion of recognized training courses in computer systems and business procedures in the operation of computer and related EDP equipment and two years of experience in the operation of a variety of EDP equipment, including one year of experience in the operation of a medium-to-large scale multiprocessing computer such as IBM 4381 with a Virtual Machine/Extended Architecture and Multiple Virtual Storage/Extended Architecture operating system using tape and disk input devices. Experience on other equivalent or larger equipment will be considered.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Operation techniques of medium-to-large scale high speed digital computers and a variety of EDP equipment.

Job Entry System II, Conversational Monitoring System, Tape Monitoring System, and Time Share Option Monitoring System.

Control panel wiring and a variety of peripheral equipment.

Reading and writing English communication skills.

**ABILITY TO:**

Operate standard office equipment including microcomputers and related software applications.

Operate equipment with speed and accuracy.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office environment.

**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 a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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 Information Technology Director 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.

Revised 3.24.04—PeopleSoft

Job Code 7410

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