

9151

07/20/04

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: COMPUTER OPERATOR**

**DEFINITION**

Under general supervision, to perform a variety of technical and skilled tasks in the operation of data processing and peripheral equipment to support user needs; and to do related work as required.

**REPORTS TO:** Senior Computer Operator

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Senior Computer Operator.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- \_ Operate computer consoles, peripheral devices, and related equipment.
- \_ Transfer data entry files to operations.
- \_ Run daily tape library systems and pull appropriate tapes for daily job usage.
- \_ Test program/systems changes made by systems and programming staff.
- \_ Maintain a record of computer jobs completed.
- \_ Monitor performance of computer systems; document problems on trouble reporting system.
- \_ Burst and decollate reports.
- \_ Follow and track formal written product schedule.
- \_ Maintain job instructions.
- \_ Arrange paper supplies in stock room.
- \_ Assist in computer equipment preventative maintenance; apply standard correction procedures to equipment malfunctions.
- \_ Interact with users to ensure needs are met.

**QUALIFICATIONS**

**Knowledge of:**

- \_ Computer and related equipment operations and principles.
- \_ Computer equipment maintenance.
- \_ Principles, practices, and methods of electronic data systems.

**Ability to:**

- \_ Operate all City computer equipment and related software.
- \_ Understand and follow detailed oral and written instructions, flow charts, and documentation.
- \_ Identify and resolve routine system errors and problems.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade supplemented by specialized courses in computer operations.

Experience: One year of experience in the operation of data processing and peripheral equipment and/or testing and implementation of new programs and procedures on a central computer system.

**MEDICAL CATEGORY:** Group 1

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Computer Operator

**TO:** Senior Computer Operator