

# Computer Operator

University of California, Los Angeles  
November, 1977

**Class Specifications - F.10**  
Senior Computer Operator - 4812  
Computer Operator - 4813

## **SERIES CONCEPT**

Computer Operators operate electronic computers and related peripheral equipment; and perform other related duties as required.

Incumbents typically operate a console or machine control panel, tape units, card readers, printers, disc units, on-site remote terminal equipment, communication terminals, teletypes and related equipment; read and interpret work plans and schedules; identify and locate input data materials; set up, load and change tapes, cards, discs and forms; check input and output for general results; observe machines in operation; analyze stops; and take corrective action as necessary. Incumbents perform minor maintenance of some computer components such as removing card forms, cleaning magnetic tape drives, adjusting remote transmission equipment and replacing printer and keypunch ribbons; complete labels, forms and log books; file tape discs, cards and other data materials; transmit runs, listings, and other output data and run test programs as required.

The Computer Operator series consists of two levels with the distinction between levels based on the complexity of the operating functions and the degree of supervision exercised.

## **CLASS CONCEPTS**

### **Senior Computer Operator**

Under general supervision incumbents supervise the operations on one shift of a campus electronic computer installation or satellite computer installation; or perform lead duties in the operation of a multi-operation computer system typically involving the direction of the work of two or more Computer Operators. Incumbents assign, direct and review the work of lower level Computer Operators in the operation of an electronic computer system and related supporting functions; perform work as required in computer processing to accomplish objectives within specified time limits; arrange work schedules and priorities to make effective use of available equipment and personnel; participate in the development and improvement of operating procedures; train and supervise students and other non-employee personnel allowed to operate computer equipment; and are assigned responsibility, without immediate supervision, for the operations phase of a satellite computer installation physically separated from the main computer facility.

Incumbents in addition perform the range of duties outlined in the Series Concept. This is the lead/advanced operational level of the series.

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Under supervision incumbents perform the range of duties outlined in the Series Concept. This is the operational level of the series.

**MINIMUM QUALIFICATIONS**

**Senior Computer Operator**

Two years of college and two years of experience in the operation of electronic computer equipment; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

**Computer Operator**

Two years of college and one year of experience in the operation of electronic computer system equipment; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.