

Computer Operations Supervisor

University of California, Los Angeles
November, 1977

Class Specifications - F.10
Senior Computer Operations Supervisor - 4810
Computer Operations Supervisor - 4811

SERIES CONCEPT

Computer Operations Supervisors are assigned responsibility for the operations phase of a campus electronic computer installation covering one or more shifts; and perform other related duties as required.

Incumbents assign, direct, and review the work of Computer Operators and other operational personnel in a computer installation; are assigned responsibility for the scheduling and completing of all operations, the orientation and continued training of operational personnel and the maintenance of adequate personnel and inventory to insure an effective continuing operation; consult with users regarding operational problems and refer them to other staff members as necessary; provide assistance to systems support staff in developing and maintaining documentation needed by the operations staff; order maintenance support as necessary; participate in computer equipment acquisition; assist in physical planning for computer equipment; monitor the reliability of systems software and report deficiencies to the Chief Systems Programmer; monitor the reliability of computer equipment and maintain logs of failures; and develop and improve operating procedures and processes as required.

The Computer Operations Supervisor series consists of two levels with the distinction between levels based on the scope and complexity of the computer installation and the degree of supervision exercised.

CLASS CONCEPTS

Senior Computer Operations Supervisor

Under direction incumbents are assigned responsibility for the operations phase of a campus electronic computer installation typically involving multi-shift operations and supervision of at least, 10 or more full-time-equivalent Computer Operators and other operational personnel. Incumbents in addition perform the range of duties outlined in the Series Concept. This is the second supervisory level in the series.

Computer Operations Supervisor

Under direction incumbents are assigned responsibility for the operations phase of a campus electronic computer installation typically involving multi-shift operations and supervision of at least 5 or more full-time-equivalent Computer Operators and other operational personnel. Incumbents may act as assistants to a Senior Computer Operations Supervisor in a large campus electronic computer installation typically involving multi-shift operations and supervision of at least 10 or more full-time-equivalent Computer

November, 1977

Computer Operations Supervisor

Operators and other operational personnel. Incumbents in addition perform the range of duties outlined in the Series Concept. This is the first supervisory level in the series.

MINIMUM QUALIFICATIONS

Senior Computer Operations Supervisor

Two years of college and four years of experience in the operation of electronic computer equipment including at least two years in a supervisory capacity; 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 Operations Supervisor

Two years of college and three years of experience in the operation of electronic computer equipment including at least one year in a supervisory capacity; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.