

EDP OPERATIONS SUPERVISOR 2

KIND OF WORK

Supervisor of a medium-sized and complex computer operations unit.

NATURE AND PURPOSE

An employee in this class is responsible for supervising the activities of a medium-sized operations unit in a multi-processing computer installation or for supervising the operation activities of a medium-sized computer installation or for supervising all unit record machine operation or a production control unit in a large and complex installation with units engaged in the preparation of statistical reports, accounting records, and payroll and expense abstracts. Responsibility entails the establishment of controls and production schedules, the coordination of work with other EDP units, the assurance of proper equipment utilization and the development of a well-trained and motivated subordinate staff. Supervision is received from a higher level operations supervisor or departmental administrator.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises an operation (i.e., computer, production control, documentation) in accordance with policies and procedures.

Plans, assigns, and coordinates the work of several unit record computer console, and keypunching units.

Recommends personnel actions for subordinates.

Maintains prescribed reports.

Supervises preparation of accounting records and reports, salary and expense checks and abstracts, and statistical reports.

Trains subordinates and recommends appropriate classroom instruction.

Maintains computer area security.

Consults with user agencies regarding receipts of input and completion of input.

Identifies problem areas and investigates alternatives.

Implements and maintains a production control system.

Supervises the writing of instructions (documentation).

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Computer and peripheral equipment operations.

Program and applications of the computer installation.

Computer and peripheral equipment.

Data processing terminology, practices and procedures.

Techniques of statistics and of the principles and practices of accounting.

Ability to:

Plan and coordinate the work of a large number of employees.

Operate the appropriate equipment.

Establish rapport with users and staff.

Est.: 4/10/40

Rev.:

Ckd.: 8/92

T.C.: 7/67; 7/69; 3/73

Former Title(s): Tabulating Machine

Supv IV

Tabulating Machine Supv III

Data Machine Supv III