

EDP OPERATIONS SPECIALIST

KIND OF WORK

EDP operations work in a small or specialized computer operations unit of a State university.

NATURE AND PURPOSE

An employee in this class participates in/performs the work of one of the following:

- A.a small computer operations unit
- B.a specialized unit of a large unit records section
- C.a small production control or documentation unit.

Responsibility entails coordination of work with other operations units and ensuring proper equipment utilization. EDP Operations Specialists, in small computer installations, may be responsible for all operations functions and may perform some programming tasks. Supervision is received from a higher level supervisor or administrator.

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

Prepares tabulating forms, instructs other in the operation of equipment, sets up diagrams, and wire boards for the most difficult jobs.

Plans and prioritizes work and sees that production is maintained.

Checks and releases completed jobs.

Maintains accounting records and prepares numerous and complex financial reports.

Processes tax records and performs complex statistical studies.

Participates in the operation of unit record machines.

Assists in the direction of documentation writing on an assigned shift.

Directs production control activities on second or third shifts.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the operations of unit records equipment; or file control procedures; or documentations; or production control.

Considerable knowledge of office procedures, methods and equipment.

Working knowledge of accounting principles and practices of governmental accounting.

Ability to:

Develop sound procedures.

Operate all machines used in unit record unit.

Develop forms, plans and layout wiring diagrams and wire plug boards for highly complex operations.

Est.: 3/81
Rev.: 9/82

T.C.:
Former Title(s):