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Computer Operator 05

GS-0332-05

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

I. INTRODUCTION:

This position is located in

This position is responsible for operating a variety of computer equipment and related auxiliary and peripheral devices to process a wide range of applications programs.

II. MAJOR DUTIES AND RESPONSIBILITIES

Sets up and prepares equipment for operation; sets control switches; performs initiation and booting operations; loads utility programs; uses data entry switches and indicators to read, store, and display data; and enters input.

Plans, coordinates, and schedules the processing and control of all computer output requiring further processing on peripheral devices.

Prepares peripheral equipment by setting control switches, changing disks, mounting tapes, preparing labels, and loading paper or forms.

Monitors program and equipment tests; implements standardized test procedures to resolve minor mechanical problems; and documents program and equipment performance information.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-4, 550 pts.

Detailed knowledge of general purpose computer equipment, communication links, and peripheral devices, including methods and characteristics, to set up and operate equipment.

Knowledge of operating systems, utility software, and job control languages to initiate and monitor processing of work loads.

Working knowledge of standard computer operating procedures, rules, and methods to operate equipment and to identify and resolve recurring kinds of operating problems.

Factor 2 - Supervisory Controls FL 2-2, 125 pts.

The supervisor provides instructions for new or special work loads, schedule changes, or revised procedures. The employee performs assignments independently. The supervisor provides technical guidance on problems not responsive to normal corrective measures. Completed work is reviewed on the basis of operator logs and user feedback on the quality and timeliness of products.

Factor 3 - Guidelines FL 3-2, 125 pts.

Operations manuals and procedures, memoranda, technical documentation, vendor-supplied operator's manuals, and verbal instructions are available and cover most situations encountered.

The employee uses judgment and experience in applying appropriate guidelines to specific situations and refers significant deviations from established procedures to the supervisor.

Factor 4 - Complexity FL 4-2, 75 pts.

Tasks involve different work load requirements to process multiple programs, fluctuating input and output requirements, and special purpose equipment. The employee reviews each production request in relation to the resources required and available, schedules to be met, relationships among the jobs to be processed, and the nature of known problems with equipment resources and programs. The number and sequence of steps vary with each job to be processed, and the employee must be cognizant of these variable factors to accomplish scheduled workloads and to resolve problems by interpreting and applying standard procedures.

Factor 5 - Scope and Effect FL 5-2, 75 pts.

The employee operates and controls a variety of computer and peripheral equipment, identifying and resolving equipment problems and processing conditions. He/She affects the efficiency of the workflow, quality of data processing production and services, and the adequacy of the products.

Factor 6 - Personal Contacts FL 6-2, 25 pts.

Contacts are with employees in the immediate unit, vendors, and software personnel.

Factor 7 - Purpose of Contacts FL 7-1, 20 pts.

Contacts are to exchange and discuss factual information or to explain established work methods, processes, and processing schedules.

Factor 8 - Physical Demands FL 8-2, 20 pts.

The work requires extended periods of standing, walking, stooping, or carrying heavy loads of paper and tape weighing up to 50 pounds.

Factor 9 - Work Environment FL 9-1, 5 pts.

Work is performed in a typical computer environment.

TOTAL = 1,020 pts.

This position is non-exempt from coverage under the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS

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