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## Computer Operator 06

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### GS-0332-06

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 computer console to activate internal control and utility programs; loads programs to begin operations; and recognizes, diagnoses, and independently acts on commonly occurring machine stoppage and error situations.

Monitors job flow for program load requirements, tape mounts, sign-on by terminal stations, and output device requirements and identifies messages and indicators of system problems in programs and equipment.

Adds new tested program capabilities to computer system, makes provisions in command structure and memory devices for storing new data bases, and closely monitors program operations for errors or for smooth blending with existing stored program structure.

#### 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 2-3, 275 pts.

The supervisor defines the objectives and priorities and informs the employee about special priorities and deadlines. Completed work products are submitted to the requestor without supervisory review. The supervisor reviews production workload reports and comments from users for conformity to schedule, timeliness, and quality of output.

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 = 1,170 pts.

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

#### **IV. UNIQUE POSITION REQUIREMENTS**

(Last Updated: November 4, 1994)

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