SECRETARY OF STATE CLASSIFICATION SPECIFICATION	**CLASSIFICATION SERIES** Minicomputer Operations Supervisor	**SERIES NUMBER** 6991S
	MAJOR AGENCIES Secretary of State only	**EFFECTIVE** 04/02/2006

SERIES PURPOSE

The purpose of the minicomputer operations supervisor occupation is to provide minicomputer support services to agency users.

Note: The classification is restricted for use by the Secretary of State only.

CLASS TITLE	**CLASS NUMBER**	**PAY RANGE**	**EFFECTIVE**
Minicomputer Operations Supervisor	69915S	15	04/02/2006

CLASS CONCEPT

The full performance level class works under general supervision & requires considerable knowledge of minicomputer system operations/procedures in order to monitor & maintain minicomputer control processing unit operations, perform hardware system programming, monitoring & enhancement planning & supervise assigned personnel.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Minicomputer Operations Supervisor	69915S	41	04/02/2006	15

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Oversees, operates & monitors minicomputer central processing unit &/or network system, loads software into computer, initializes system &/or backs up system data disks or tapes including physical removal, utilizes system utilities to perform system functions (e.g., monitor data libraries, analyze system performance) & supervises assigned personnel.

Programs minicomputer operating system utilizing system procedure language, utilities & data management facilities, establishes & modifies system configuration in order to establish telecommunications network, test communication lines, enhance system performance & establish computer emulations of other computer systems, monitors & analyzes system performance & recommends ways of improving efficiency (e.g., single dedicated volume for operating system), troubleshoots & resolves hardware or software problems (e.g., equipment malfunctions, applications program errors) & confers with manufacturer representatives.

Tests new software & hardware products; installs/loads software; establishes user log-ons &/or other procedures; researches computer system manuals; writes/logs system documentation & ensures network access for microcomputers.

Provides technical computer assistance to users regarding software applications development & hardware use or repair; answers technical & non-technical questions from users; attends computer-related training classes & attends meetings to discuss problems &/or future plans.

MAJOR WORKER CHARACTERISTICS

Knowledge of computer systems programming; minicomputer operating systems; supervisory principles/techniques*. Skill in operation of minicomputer &/or microcomputer equipment (e.g., terminals, tape drives, printers). Ability to interpret technical computer manuals; communicate verbally on technical & non-technical matters; gather, collate & classify information about data, people or things; lift up to 20 lbs. of computer equipment occasionally; move limbs/fingers easily to perform manuals functions repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program computer science/data processing; 9 mos. trg. or 9 mos. exp. in minicomputer systems; 1 course or 3 mos. exp. in minicomputer systems programming.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Work involves operation of computer terminal for long periods of time.