

Minimum Qualification Specifications
for the Classes:

COMPUTER OPERATOR I, II, and III

Experience Requirements

Applicants must have had the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	Specialized Experience (years)	Supervisory Aptitude	Total Experience (years)
Computer Operator I	1	0	1
Computer Operator II	2	0	2
Computer Operator III	3	*	3

Specialized Experience: Work experience in the operation of an electronic computer and peripheral equipment which demonstrated knowledge of the components of an electronic computer including peripheral equipment, and their operations and functions, and the ability to monitor the central console and coordinate the functions of the computer system.

***Supervisory Aptitude:** For the Computer Operator III level, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitution Allowed

Completion of a data processing, computing, networking technology or other related curriculum from an accredited business college, community college or other technical training program may be substituted for the Specialized Experience on the

basis of fifteen (15) semester credit hours for six (6) months of Specialized Experience, up to a maximum of one (1) year.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

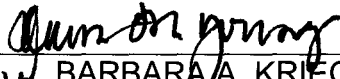
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes COMPUTER OPERATOR I, II and III, which were approved on April 23, 1974.

DATE APPROVED: 5/7/2012



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