

Minimum Qualification Specifications
for the Classes:

COMPUTER OPERATIONS SUPERVISOR I AND II
(COMPUTER OPERATIONS SUPVR I AND II)

Experience Requirement

Applicants must have had experience of 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 Experience (Years)	Total Experience (Years)
Computer Operations Supervisor I	4	*	4
Computer Operations Supervisor II	4	1	5

Specialized Experience: Work experience in the operation of an electronic computer, its control console, components and peripheral electronic and electro-mechanical equipment. This experience must demonstrate knowledge of the procedures, practices and techniques of computer operations; the control and operation of a computer console; the components of an electronic computer including peripheral equipment; the operations of remote job entry and teleprocessing systems; the ability to visualize the flow of data through a data processing system while reviewing programs and procedures to determine reasons for unprogrammed halts or malfunctions; make necessary processing modifications or mechanical adjustments to complete or restart the data processing system; and monitor, coordinate and control a computer operating in a multi-task (multi-programming) environment in which the computer processes two or more independent programs at the same time.

Supervisory Experience: Experience of the type and quality described in Specialized Experience above which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

*For the Computer Operation Supervisor I 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.

Substitutions Allowed

1. Completion of an electronic data processing curriculum from an accredited business college, community college or other technical training program may be substituted for the Specialized Experience on a month-for-month basis, up to one year. This training must have included such subjects as (1) introduction to computer systems; (2) console operation; (3) basic programming; (4) tape and disc operation; (5) compiler systems; and (6) systems and procedures.
2. A bachelor's degree from an accredited college or university with a major in computer science may be substituted for two (2) years of Specialized Experience.

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

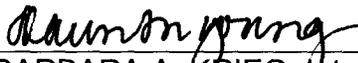
Applicants may be required to qualify on an appropriate examination.

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 OPERATIONS SUPERVISOR I and II, which were approved on December 11, 1978.

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BY BARBARA A. KRIEG, Interim Director
Department of Human Resources Development