

**Leon County Public Schools
Classification Specification**

Salary Grade 30

Summary Information:

Classification Title: Computer Operator **Date Prepared:** 04/2003
FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

Activity Identification

Activity Name

637	Computer Operations	Operate and maintain the computer system. This does <u>not</u> include operating a personal computer.
633	System Trouble Shooting	Work to resolve various system errors or failures. Involves identifying system problems and implementing corrective actions. Problems addressed include hardware, software, and procedure.
643	Computer Control	Log input and output documents. Maintain manuals and publications.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
638	Job Scheduling	Develop and/or maintain job schedules. Submit jobs for processing. Maintain records/logs of jobs completed.
646	Data Inquiry/Access	Use computer terminals to access data.
645	Data Entry	Enter data.
634	Maintenance - Personal Computers	Schedule or arrange for maintenance of personal computers.
630	Software/Hardware Selection	Identify user requirements, evaluate software alternatives, and make recommendations for the selection of software/hardware.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

**Leon County Public Schools
Classification Specification**

Salary Grade 30

General Classification Specification Factors:

Education/Experience:	Vocational training (720 hours) in appropriate area with no related experience required; or High School Diploma with one year related experience required
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision is typically <u>part-time</u> with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003

**Leon County Public Schools
Classification Specification**

Salary Grade 30

Skill Identification

Managerial/Supervisory Skills	Important	Not Important
<ul style="list-style-type: none"> • Developing Multi-year Strategic and/or Operational Plans • Developing Annual Budgets • Policy Development • Controlling Expenses • Coordinating Resources • Interpersonal (working with groups) • Negotiating and/or persuading others to take action • Promoting safety • Supervising, coaching and developing employees 		

Office Skills	Important	Not Important
<ul style="list-style-type: none"> • Checking grammar/punctuation • Filing • Perceiving detail in checking information/forms • Reading comprehension (high school level) • Operating word processing software • Operating a computer terminal for data entry • Operating automated spreadsheet software • Scheduling appointments and/or travel • Taking and distributing messages • Taking dictation and meeting minutes • General mathematical - adding, subtracting, multiplying, etc. 		

Professional and Technical Skills	Important	Not Important
<ul style="list-style-type: none"> • Accounting - high school level • Accounting/finance - college level • Advanced math - algebra, statistics, geometry • Architecture • Computer operations • Computer programming • Contract interpretation • Craft skills (electrical, etc.) • Drawing-figures/drafting • Engineering - civil • Engineering - electrical • Engineering - environmental • Engineering - mechanical • Graphic arts • Landscaping 		

**Leon County Public Schools
Classification Specification**

Salary Grade 30

Skill Identification (cont.)

Communication Skills	Important	Not Important
<ul style="list-style-type: none"> • Oral communication--exchanging or expressing ideas by means of the spoken word • Presentations--transmitting information in a formal setting • Foreign communication--using a language other than English to communicate in writing or orally • Written communication--preparation of manuscripts, speeches, detailed plans, letters, policies, etc. • Editing written documents for content • Reading comprehension - understanding technical or scientific blueprints and charts • Public speaking 		

Physical Demands	Important	Not Important
<ul style="list-style-type: none"> • Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching • Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder • Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms • Color - Match or discriminate colors • Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling) • Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips • Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved) • Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound • Lifting - raising or lowering an object from one level to another (includes upward pulling) • Pulling - exerting force upon an object so that the object moves toward the force (includes jerking) • Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions) • Reaching - extending the hands and arms in any direction • Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people 		