

SYSTEMS OPERATOR

51-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning, implementing and coordination of daily operation of electronic document imaging system.

An employee in this class is responsible to perform computer operations, establish procedures, methods and schedules for equipment and provide system training to other administrative staff as necessary. The work is performed under the general direction of the Management Information System Coordinator, with considerable leeway provided for the use of independent technical judgment. Supervision will be exercised over subordinate personnel. Performs other duties as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Coordinates and follows established procedures to execute the running of appropriate computer tasks
and verifies proper functioning;

Operates the control console of the computer, analyzing computer messages and taking appropriate
actions;

Coordinates all document imaging operations;

May supervise data entry, data imaging and records management subordinate staff;

Operates peripheral input and output devices within the computer center, takes steps to verify proper
functioning and takes corrective actions as necessary;

Monitors operation of peripheral input and output devices external to the computer center, takes
steps to verify proper functioning and assists users with corrective actions as necessary;

Modifies existing computer procedures to enable processing of the desired information from the

database;

Provides technical assistance and training to users of computer equipment external to the computer center but linked to the system computer;

May assist in the installation of new personal computers and printers;

Follows established schedules and priorities for the utilization of all equipment in the computer center;

Follows established procedures and controls to insure adequate volume and accuracy of operations;

Prepares and maintains up to date copies of computer center documentation and performs necessary clerical duties related to systems operations;

Operates other equipment to facilitate forms handling.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of the operation and care of an electronic computer and related peripheral equipment; good knowledge of electronic computer operations; good knowledge of document imaging equipment to administrative services; working knowledge of New York State Social Welfare Network/System; working knowledge of computer center operations and planning; ability to establish and maintain working relationships with program administrators and superiors; and ability to plan, organize and supervise the work of others.

MINIMUM QUALIFICATIONS: Either

- (A). Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in computer sciences, data programming, data processing or a related field and three (3) years of experience in the operation of internally programmed electronic data processing equipment

including working knowledge of New York State Social Welfare Network/System; or

- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as indicated in (A) above; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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