UNIVERSITY OF SOUTHERN CALIFORNIA

Computer Operator III

Job Code: 165015

Grade: TG
OT Eligible: Yes
Comp Approval: 8/28/2008

JOB SUMMARY:
Monitors the performance of network, servers and associated applications to ensure systems are operational, secure and running efficiently. Works under minimal supervision and is technically competent to handle all phases of computer operations.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
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<td>______</td>
<td>______</td>
<td>Monitors the functions of the computers and peripheral equipment.</td>
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<td>______</td>
<td>Monitors the network and connectivity of computers.</td>
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<td>______</td>
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<td>Monitors application software.</td>
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<td>Diagnoses and reports problems.</td>
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<td>______</td>
<td>______</td>
<td>Operates printers, collects output, replaces paper supply and controls output.</td>
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<td>______</td>
<td>Distributes printer output or delivers to distribution center.</td>
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<td>______</td>
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<td>Performs machine cleaning.</td>
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<td>______</td>
<td>______</td>
<td>Performs first echelon maintenance on printers, hard copy devices, magnetic disks and tape drives.</td>
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<td>Performs system backup under direction.</td>
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<td>Mounts and handles magnetic tapes.</td>
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<td>Maintains security procedures relative to hardware.</td>
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<td>Maintains detailed operational logbooks for each computer system.</td>
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<td>Runs daily and/or nightly processing jobs, as required.</td>
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<td>Stays informed of new developments and technologies by reading journals and other pertinent publications, maintaining contact with vendors, and participating in professional organizations, meetings and seminars.</td>
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<td>No</td>
<td>Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.</td>
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</table>

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- High school or equivalent
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
1 year

**Minimum Field of Expertise:**
- Relevant experience in computer operations.

**Preferred Education:**
- Specialized/technical training

**Preferred Experience:**
- 2 years

**Skills: Administrative:**
- Communicate with others to gather information
- Gather data
- Research information
- Understand and apply policies and procedures

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Knowledge of applicable laws/policies/principles/etc.
- Problem identification and resolution

**Skilled in:**
- Incident/problem management
- Large scale storage administration
- Network communications technologies
- Network systems/data backup, storage and recovery
- Server applications and hardware
- Troubleshooting

**Skills: Machine/Equipment:**
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Supervises: Level:**
May lead one or more employees performing similar work.

**Comments:**

Provides 24/7 on-call support as needed.

**SIGNATURES:**

Employee: ___________________________  Date: ___________________________

Supervisor: ___________________________  Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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