

**DATA PROCESSING TECHNICIAN**

**DEFINITION**

To perform a variety of technical duties in the operation of a multi-partition computer system and associated peripheral equipment; to write and maintain computer programs for the operation of the system, for data entry, and for the computer tape library.

**DISTINGUISHING CHARACTERISTICS**

This position differs from the computer operator classification in that positions in this class require advanced computer operations knowledge as well as programming experience sufficient to permit an incumbent to work without extensive training. Work involves the application of computer programming and data communications software such as REXX and COBOL as applied to the District's distributed data processing operations. This position must also have a working knowledge of data processing telecommunications equipment and its function along with the ability to resolve operational problems.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Data Processing Operations Manager.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Operate a multi-partition computer system.

Monitor computer consoles and peripheral equipment for error messages.

Assist all users of data processing telecommunications equipment in identifying and solving local and remote site operational problems.

Notify appropriate personnel of computer hardware problems, confer with programmers to aid in debugging, and perform minor maintenance on computer hardware.

Install and perform initial operations testing on computer terminals and personal computer hardware and software.

Work with programmers to test new programs and revisions to existing programs.

Maintain and update operations and computer run procedures and documentation.

Write, update and maintain programs for the operations of the District's computer system using appropriate programming languages such as Restructured Extended Executor (REXX) and COBOL.

Write and maintain programs for the Data Entry system.

Maintain and update computer operations and program run documentation.

## **EXAMPLES OF DUTIES (CONTINUED)**

Maintain and update the inventory system.

Maintain and update the computer tape library system.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

Data processing equipment, systems and procedures similar to that used by the district.

REXX and COBOL and other programming languages used by the District to control computer operations.

Data entry computer programming languages used by the District.

Hardware and software used by the District to perform data telecommunications functions.

### Skill to:

Operate all of the computers and related equipment used by the District.

Write data entry computer programs for the District's applications software.

Use the REXX, COBOL and other appropriate computer languages to assist users of the District's computer system.

Operate data entry and telecommunications equipment used by the District.

Communicate effectively both orally and in writing.

Perform basic mathematical calculations with speed and accuracy.

### Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

#### Experience:

Two years performing duties equivalent to those assigned to a Computer Operator in the District with experience in using the REXX and COBOL programming languages.

Experience performing duties as a Programmer I or the equivalent with operations responsibilities in a computer environment similar to that of the District.