

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Systems Operations Technician

BAND	GRADE	SUBGRADE
B	2	1
DEPARTMENT: Information Technology	ACCOUNTABLE TO: Director	FLSA STATUS: Non-exempt
<p>CLASS SUMMARY: Incumbent is responsible for operating, configuring, maintaining, and processing production runs, extracting data, and running special reports. Duties include: processing production runs, mounting forms and checks, creating and maintaining documentation and manuals, distributing user initiated reports, creating data extracts in order to produce reports for system databases, scheduling tape backups, establishing and maintaining security parameters and resolving system hardware and software problems.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Systems Operations Technician is a stand alone classification which is distinguished from other classes by its operator and data extraction duties.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Processes production runs to include running jobs, mounting tapes, forms, and checks, analyzing process reports, creating and maintaining process documentation manuals, and distributing user initiated reports.	Daily	A1/B2
2.	Creates data extracts and produces reports from systems databases to include performing, documenting, and testing software updates and modifying custom job control language (JCL) and program code.	Daily	B2
3.	Establishes security parameters to include performing tape backups, archives, and dataset capacity maintenance and maintaining backup and archive tape libraries.	Daily	B2

KYRENE SCHOOL DISTRICT, ARIZONA CLASS SPECIFICATION

CLASS TITLE: Systems Operations Technician

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
4.	Assists with District testing and survey programs to include categorizing, processing, and screening input scan sheets, reports, and output files.	Weekly	B2
5.	Performs inventory and orders supplies and forms.	Weekly	A1
6.	Resolves system hardware and software problems to include providing technical assistance, evaluating and troubleshooting systems, and installing and configuring peripheral equipment and devices.	Occasionall y	A1/B2
7.	Performs other duties of a similar nature or level.	As Required	N/B

<p>Knowledge (position requirements at entry): Knowledge of:</p> <ul style="list-style-type: none"> • Job control language (JCL); • Computer systems security management policies and procedures; • Backup and database management concepts; • Current computer applications and software; • Data extraction and reporting processes.
<p>Skills (position requirements at entry): Skill in:</p> <ul style="list-style-type: none"> • Operating and configuring computer equipment; • Evaluating and diagnosing computer related problems; • Solving problems; • Keyboarding; • Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Systems Operations Technician

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and one year of computer operator experience, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

None required.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to electrical currents and intense noises.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98