

TEST PLAN

COMPUTER OPERATIONS SUPERVISOR 1 - #1403

1. Minimum Qualifications Screening
2. Those passing the minimum qualifications screening may receive a grade notice that shows a final score of "Qualified"; or Agency may develop test questions and rating criteria at the time of recruitment.
3. Those with a score of "Qualified" and possessing the requisite skills - or those ranking highest on the test may be invited to participate in the next phase of the selection process.
4. If you are hired, certain knowledge and skills will be assessed during your trial service period.

MINIMUM QUALIFICATIONS

- two years of experience operating a mini- or mainframe system in a computer center or unit. One year must have included senior-level, lead worker, coordinator, or supervisory responsibilities including assigning and reviewing the work of others **and** training others in job duties.

A degree in computer science, computer operation, or a closely-related field which included courses in mini- or mainframe computer operations may substitute for one year of the required experience. There is no substitute for the one year of senior-level, lead worker, coordinator, or supervisory experience.

On your application, be specific in addressing your experience and/or training to the areas listed in the minimum qualifications.

Transcripts must be submitted for all required and/or related courses.

WORKING CONDITIONS: To be included on the announcement

Must be able to work under the following conditions with or without reasonable accommodations.

- < Work in an environment which includes noise and heat from equipment.
- < Regularly lift, carry, or move boxes weighing up to 50 pounds.
- < Occasionally be available, during off-shift hours, for telephone consultations with operations' staff.

SKILL CODES

Use Computer Operations Skill Code Sheet.