



City of Los Angeles

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City of Los Angeles Personnel Department

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SENIOR COMPUTER OPERATOR

Class Code: 1428

Open Date: 06-05-15

(Exam Open to Current City Employees)

ANNUAL SALARY

\$49,255 to \$72,036 and \$56,626 to \$82,789

The salary in the Department of Water and Power is \$63,830 to \$79,302 and \$72,098 to \$89,596.

Candidates from the eligible list normally are appointed to vacancies in the lower pay grade positions.

NOTES:

1. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to: http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
2. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

A Senior Computer Operator assigns, reviews, and evaluates the work of Computer Operators engaged in operating and monitoring computer systems and their peripheral equipment in the processing of business or scientific data at a central data processing facility; operates and monitors computer systems and their peripheral equipment; and coordinates with users of one or more teleprocessing networks to ensure the maximum availability of the teleprocessing applications; may supervise a shift of Computer Operators and Senior Computer Operators in the shift supervisor's absence; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENTS

1. Two years of full-time paid experience as a Computer Operator with the City of Los Angeles; **or**
2. Two years of full-time paid experience in the operation of large mainframe computer systems, with a Z/OS, OS/390, MVS, VSE/ESA, UNIX, or equivalent operating system, and a teleprocessing network supporting VTAM, and multiple CICS, DB2, IMS, or equivalent regions.

NOTES:

1. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major violation (such as DUI).

WHERE TO APPLY

Applications will only be accepted on-line. When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon. On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, JUNE 18, 2015.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

Examination Weight: Interview..... 100%

The examination will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview, emphasis will be placed on the candidate's experience and training as it relates to the knowledge of: third and fourth generation computer systems sufficient to monitor and operate such systems, including diagnosing processing problems and taking corrective actions; computer system terminology in order to allow discussion of system operations and/or problems with supervisors, subordinates, vendors, and user staff; various types of manuals sufficient to interpret message codes, operate peripheral equipment, and resolve problems; report writing in a manner that can be understood by other computer operators, supervisors, subordinates, and vendor management; written instruction in order to accomplish assignments as directed; shop safety rules in order to avoid/prevent unsafe conditions and activities; supervisory principles and practices including appropriate disciplinary steps and Equal Employment Opportunity; interpersonal skills sufficient to explain problems in an informative manner while showing an understanding attitude of any difficulties being caused to the user; the ability to: use a tape management system in order to verify creation date and volume serial numbers of computer tapes and locate those specific tapes; operate peripheral data processing equipment; use a PC to monitor and detect server status changes and communicate and discuss with the server administrator the problem and errors being displayed; attend to details; plan, prioritize, and schedule; observe, evaluate and provide feedback to subordinates regarding their job performance in relation to established standards; train subordinates in the use of new equipment, new applications, and correct operating procedures; communicate orally sufficient to discuss computer processing problems and applications with supervisors, subordinates, user staff, and vendors; and other necessary skills, knowledge, and abilities.

Candidates will be notified later by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **AUGUST 3, 2015 TO AUGUST 14, 2015**.

NOTES:

1. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
2. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
3. This examination is based on a validation study.
4. Senior Computer Operators may be required to perform average lifting of less than 25 pounds and occasionally over 50 pounds.
5. Some of the positions to be filled by this examination may require that you be available to work day, night and early morning shifts, including weekends and holidays.
6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
7. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.
8. A final average score of 70% is required to be placed on the eligible list.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.