

**CITY OF LOS ANGELES  
PERSONNEL DEPARTMENT**

**CAREER OPPORTUNITIES FOR COMPUTER OPERATORS**

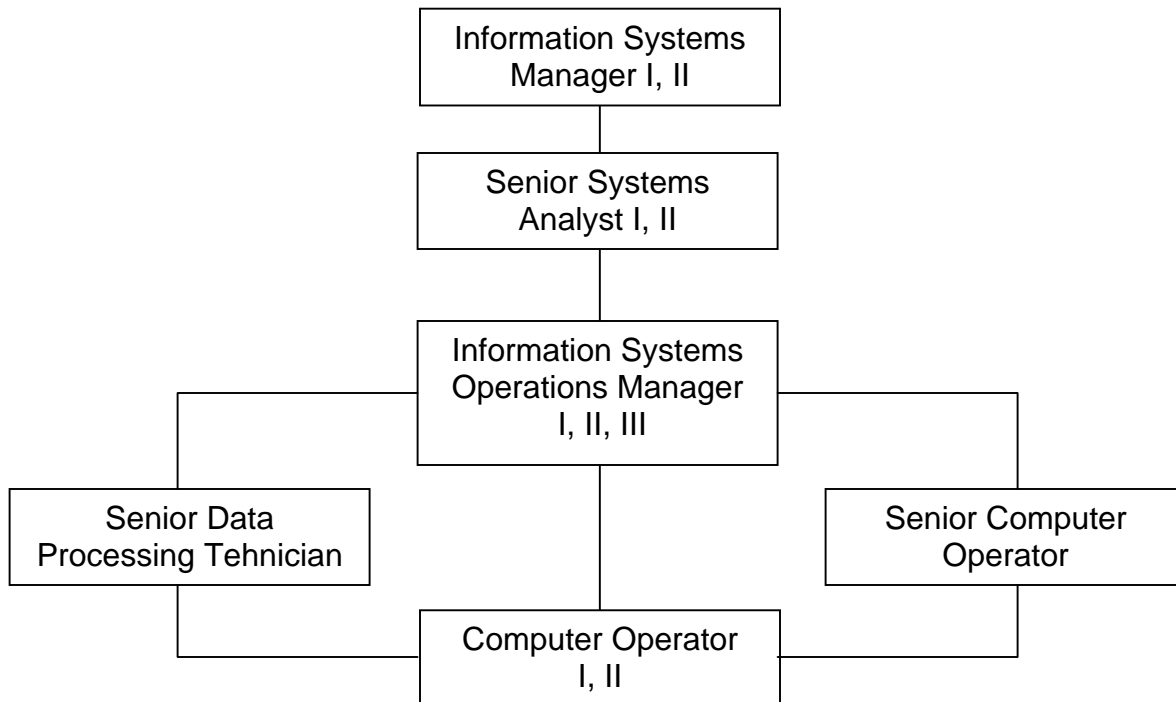
This information is being given to you to describe potential promotional opportunities as a Computer Operator. The career ladder that Computer Operators most commonly enter into is diagrammed below. The duties and requirements for the first promotional levels of that career ladder are described on the back. We encourage you to examine the options open to you and to prepare yourself for the promotion for which you qualify.

Note: Graduation from a recognized four-year college or university with completion of 24 semester or 36 quarter units in either information systems, computer engineering, or computer science may qualify a candidate for:

- Applications Programmer
- Programmer/Analyst
- Systems Programmer
- Systems Analyst

**COMMON CAREER LADDERS FOR COMPUTER OPERATORS**

The chart below shows the normal career path of Computer Operators. Normal advancement within the series is to Senior Computer Operator or Senior Data Processing Technician and then to Information Systems Operations Manager.



## **Duties**

Senior Computer Operator – 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 opportunities responsibilities.

Senior Data Processing Technician – A Senior Data Processing Technician assigns, reviews and evaluates the work of Data Processing Technicians engaged in the processing of data within a centralized computer agency, or works independently performing highly responsible and sensitive data processing functions; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employee opportunities responsibilities.

## **Requirements**

### **Senior Computer Operator**

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.

Note: Computer make, model numbers, operating system, and description of the teleprocessing network, including number and type of monitors, devices, and interfaces supported, which you have operated must be listed on the Senior Computer Operator Supplemental Information Form.

### **Senior Data Processing Technician**

Two years of full-time paid experience as a Data Processing Technician, Data Entry Supervisor, or in a class which is at least at the level in a centralized computer agency, and which provides experience in the processing or use of computer generated data, or the documentation of data, or the documentation of data processing requirements or procedures.

The above information was compiled from work done by the Personnel Department in preparing job analyses for examination, classifying jobs, and determining the jobs that would provide qualifying experience for promotional examinations. This information does not replace class specifications and examination bulletins.

## Preparing Yourself for Promotion

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal educational opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges, and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100, Personnel Building, (213) 847-9240, to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in you work location where weekly job bulletins are posted.

(Rev. 10/03 gg)