

City of Dallas
Classification Specification

Title:	Computer Operations Analyst	Class Code:	36025
Application:	Single Incumbent	Pay Grade:	I
Supplemental/Code:	Technical/3	Established:	10/1/07
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Provide software backup, restore function used for data protection of customer/user data/critical files, provide full support for the payroll processing, performs production job processing and monitoring of system/equipment data that assists management and users/customers.

Essential Functions:

1. Implement, install, operate, maintain and backup software to ensure data protection of programs and data files on the LAN.
2. Implement and administer new job requirements for Control-M Mainframe and Open Systems.
3. Communicate with users, department coordinators, technical support and system/application programmers to determine and apply backup solution or restore needs.
4. Identify and resolve job scheduling problems.
5. Import critical files, data security, and timely printing and distribution of paychecks to employees and vendors.
6. Schedule, monitor, update and execute production jobs that require knowledge of BMC functions and other system programs and commands to maximize mainframe computer efficiency.
7. Develop procedures and contingency plans for disaster recovery including establishing off-site storage of backup computer tapes and test the procedures to ensure recovery can be accomplished for program software and data files.
8. Train and assists in providing directions on existing and new computer hardware and software to operators in the data center.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Knowledge of backup software products.

Knowledge of commands for multi-processing equipment and operating systems.

Ability to diagnose and resolve computer console problems.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing with a wide variety of people.

Working Conditions and Hazards:

Work performed under normal office conditions.

Subject to high ambient noise levels.

May be required to work evening, nights, weekend and/or holidays.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

