



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Computer Repair Technician
Job Code: 031

Overtime Pay: Eligible

Primary Responsibility

This is work performing complex hardware repairs and resolving software or system operating problems.

Typical Tasks

Receives reports of computer hardware and software problems.
Uses electronic testing equipment to diagnose computer equipment problems.
Reconfigures software following hardware repairs.
Works with hardware or software administrators to resolve computer equipment programs.
Contacts computer equipment vendors for new components.
May replace computer chips or boards.
May install computer hardware.

Minimum Qualifications

A high school diploma and six years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Computer Analyst
Job Code: 029

Overtime Pay: Eligible

Primary Responsibility

This is work designing and developing computer requirements for computer users.

Typical Tasks

Determines computer needs for computer users in a department.
Develops user specifications.
Serves in liaison between users and programmers.
Tests computer programs prior to computer users.
Consults with computer users on system concepts and designs.

Minimum Qualifications

A high school diploma and six years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Computer Repair Technician
Job Code: 030

Overtime Pay: Eligible

Primary Responsibility

This is work installing computer equipment and performing basic hardware repairs.

Typical Tasks

Installs computer hardware.

Receives reports of computer equipment problems.

Uses electronic testing equipment to diagnose computer equipment problems.

Replaces computer chips or boards.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Computer Specialist
Job Code: 028

Overtime Pay: Eligible

Primary Responsibility

This is work providing complex technical support or technical training to computer users.

Typical Tasks

Customizes system applications for personal and local area network computers.
Drafts user specifications to enhance existing programs for department users.
Designs, develops, and documents using prepackaged software or personal computer databases.
Develops user guides and procedure manuals for specialized computer applications or training purposes.
Conducts individual and group training sessions.
Writes customized personal computer programs or queries.
Researches personal computer hardware and software applications.
Serves in liaison between users and vendors.
Initiates routine diagnostics to isolate causes of system failures.

Minimum Qualifications

A high school diploma and five years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Computer Operator
Job Code: 026

Overtime Pay: Eligible

Primary Responsibility

This is work operating, monitoring, and maintaining a mainframe or remote computer and peripheral equipment.

Typical Tasks

Monitors system efficiency on an assigned shift.
Troubleshoots computer system problems.
Assists in training computer operators.
Serves as lead computer operator for a local area network.
Maintains operating records.

Minimum Qualifications

A high school diploma and two years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Computer Specialist
Job Code: 027

Overtime Pay: Eligible

Primary Responsibility

This is work providing basic technical support to computer users.

Typical Tasks

Performs initial setup of computer hardware and software.
Trains users in the use of equipment, software, and systems.
Establishes and maintains user databases.
Runs queries.
Generates reports.
Uploads and downloads data.
Assists in designing data entry forms and screens formats.
Tests and documents computer system applications.
Analyzes and solves minor hardware and software problems.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Computer Operator

Job Code: 025

Overtime Pay: Eligible

Primary Responsibility

This is work operating a mainframe or remote computer and peripheral equipment.

Typical Tasks

Sets up, restarts, balances, and distributes jobs for mainframe.

Operates printers and other peripheral equipment.

Monitors equipment usage.

Loads and unloads storage media.

Maintains computer supplies.

Minimum Qualifications

A high school diploma and one year of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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University Support Personnel System Class Specifications

TITLE: Data Processing Operator

CLASS CODE: 191

OVERTIME PAY: Eligible

PRIMARY RESPONSIBILITY

Processes computer input data.

TYPICAL TASKS

Inputs data by means of keyboard controlled data recording devices or personal computer keyboard.

Reviews source documents to determine if there is sufficient data for input.

Sorts, files, batches, or performs clerical manipulation of input documents.

Verifies input data.

Interprets data entry computer system error messages and resolves routine problems.

MINIMUM QUALIFICATIONS

A high school diploma and one year of appropriate experience. Appropriate college course work or vocational/technical training may substitute at an equivalent rate for the required experience.