



**OHIO**  
UNIVERSITY

**Classification and Qualification  
Standards**

**Operating Systems Programmer III**

*ADMINISTRATIVE/TECHNICAL ROLE*

Career Series: Data Processing Technical Support	Job Code: 14338 Grade: H	Date Established: 8/2001	FLSA Category: NON-EXEMPT
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**JOB SUMMARY**

Under administrative direction, the expert level Operating Systems Programmer 3 has broad decision making authority and independence, and serves as a resource to others in the resolution of complex issues. This classification requires extensive knowledge of computer programming in order to perform complex programming duties for software and operating systems.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Analyzes and programs computer software and operating systems (e.g., HARCO and telephone operating systems).
2. Encodes, debugs, documents, develops, tests, installs, and modifies computer software, hardware, and operating systems.
3. Advises on corrective actions, and/or future directives for data communications.
4. Writes and maintains mail routing systems and programs.
5. Writes and maintains networking systems and programs (e.g., network addresses and DNS).
6. Maintains systems archives and supplies requested information to support systems security.
7. Resolves computer failures.
8. Serves as consultant on matters of hardware performance.
9. Recommends computer equipment and systems.
10. Provides work direction to technical employees.
11. Interfaces with and supports the applications programming efforts.
12. Performs other duties as assigned.

**Worker Characteristics (knowledge, skills & abilities to perform the job duties)**

Knowledge of computer software (e.g., operating systems; programming languages); computer hardware (e.g., personal computer; network; mainframe); computer operating systems (e.g., IBM-VM; MVS; VS1; UNIX); programming; mail routing systems and programs; and employee training and development\*. Skill in operation of computer; and peripheral machines (e.g., scanner; printer; modem). Ability to interpret technical material in books, journals, or manuals; advise on data communication; serves as a consultant to users; and provide leadership to lower-level technical employees.

(\*developed after employment)

**Minimum education & experience required (including training, registration & licensure)**

Completion of undergraduate core program in computer/technical related field to include instruction in computer software, hardware, and operating systems. 30 mos. training or 30 mos. experience in computer software, hardware, and operating systems. 24 mos. training or 24 mos. experience in programming techniques. 18 mos. training or 18 mos. experience in mail routing systems and programs. 9 mos. training or 9 mos. experience in analytical techniques.

-Or 54 mos. training or 54 mos. experience in computer software, hardware, and operating systems. 24 mos. training or 24 mos. experience in programming techniques. 18 mos. training or 18 mos. experience in mail routing systems and programs. 9 mos. training or 9 mos. experience in analytical techniques.

- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.