

COMPUTER RESOURCE SPECIALIST

Computer Resource Specialist II (4804)

Computer Resource Specialist II - Supervisor (4802)

Computer Resource Specialist I (4805)

Computer Resource Specialist - Supervisor (4803)

SERIES CONCEPT

Computer Resource Specialists provide a wide range of technical and consultative services related to the acquisition, use, and maintenance of computer and/or network software and hardware and the development of computer applications. Computer Resource Specialists provide consulting services requiring knowledge of new enhancements, developments, and diagnostic tools in personal computer software.

Incumbents typically install and maintain hardware and software systems; utilize and manipulate computer software to create formats, screens, menus and reports; analyze existing systems; analyze problems to effect computer-oriented solutions; confer with users; recommend hardware/software acquisitions; and provide training in computer usage.

The series consists of two levels based on varying degrees of responsibility; the size, nature, and/or complexity of the computing environment; and the level of technical and programming skill required for computer applications.

This series is not intended for positions that use computers as a tool (e.g., for data analysis, data retrieval, report writing). Such positions should be classified according to their primary functional responsibility.

CLASS CONCEPTS

Computer Resource Specialist II

Computer Resource Specialist II – Supervisor

Under supervision, incumbents perform systems tasks requiring knowledge and skills of the principles and methods of computer systems and may have supervisory responsibility for provision of computer support within an organizational unit. Incumbents assist with the design, development, analysis, maintenance, and documentation of customized computer applications. Typical responsibilities include advising and training users in the utilization of software packages; installation and testing of software packages requiring standard techniques; and coding, testing, and debugging of routine applications. Incumbents may perform routine systems analysis and supervise the operation of a local area network.

Computer Resource Specialist I

Computer Resource Specialist I – Supervisor

Under supervision, incumbents perform computer-related tasks requiring knowledge of the general principles and methods of computer systems. Incumbents perform routine system maintenance tasks;

consult on general system features such as use of standard commands, editing features, and utilities; assist users with general programming tasks and help to debug syntax and simple logic errors; create and produce reports, menus and screens using database software. Incumbents may assist users in setting up equipment such as terminals, computers, graphics equipment and printers; routinely convert files; run downloading programs; and troubleshoot network hardware and software.

MINIMUM QUALIFICATIONS

Minimum qualifications: Incumbents are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the positions.

Positions allocated to the supervisory titles must also meet the criteria for supervision as defined in the [Guidelines for Requesting Supervisory Designation for Positions](#).