

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Data Librarian

**SERIES NO.:**

1234

**MAJOR AGENCIES:** Administrative Services, ODJFS,  
Taxation, Workers' Compensation**EFFECTIVE DATE:**

02/26/2012

**SERIES PURPOSE:**

The purpose of the data librarian occupation is to maintain a safe & accurate storage of computer tapes & to provide users & computer operators with tapes as requested.

At the lower levels, incumbents file & retrieve computer tapes from the library.

At the higher levels, incumbents lead computer tape library operations.

**CLASS TITLE:**

Data Librarian 1

**CLASS NUMBER:**

12341

**EFFECTIVE DATE:**

06/30/1991

**CLASS CONCEPT:**

The developmental level class works under immediate supervision & requires working knowledge of computer tape library storage procedures in order to learn to file & retrieve computer tapes & operate computer equipment (e.g., tape drives, computer terminals).

**CLASS TITLE:**

Data Librarian 2

**CLASS NUMBER:**

12342

**EFFECTIVE DATE:**

06/30/1991

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of computer tape library storage procedures in order to file & retrieve computer tapes independently & to operate computer equipment (e.g., tape drives, computer terminals).

**CLASS TITLE:**

Data Librarian 3

**CLASS NUMBER:**

12343

**EFFECTIVE DATE:**

06/30/1991

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of computer tape library storage procedures in order to lead team of lower-level data librarians in filing & retrieving computer tapes & in operating computer equipment.

<b>CLASS TITLE:</b> Data Librarian 1	<b>CLASS NUMBER:</b> 12341	<b>BARGAINING UNIT:</b> 09
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**EFFECTIVE DATE:**  
06/30/1991

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Learns to catalog, label, file & retrieve magnetic &/or cartridge computer tapes & clean & maintain tapes drives, logs tapes in & out of data library, automated library systems or mixed media storage systems, receives training in procedure for scratching/erasing &/or deleting tapes for reuse & operates computer terminals, tape drives & other state-of-art peripheral computer equipment (e.g., printers, tape evaluators).

Learns to mount tapes on computer tape drives; packages &/or delivers tapes to users or storage facilities; performs clerical tasks associated with tape storage & use (e.g., inventories tapes; photocopies materials; completes routine forms); loads & unloads printers.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of computer tape library system procedures (e.g., filing & retrieval, tape storage & use)\*; data processing\*; inventory control\*; addition, subtraction, multiplication, division, fractions, decimals. Skill in operation of computer terminal, tape drive & peripheral equipment (e.g., printers, tape evaluators). Ability to deal with problems involving few variables within familiar context; complete routine forms; stand, walk or bend continuously; lift up to 50 lbs. of tapes & boxes repeatedly; move fingers repeatedly in use of computer terminal.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions & decimals; 3 mos. trg. or 3 mos. exp. in operation of computer terminal, tape drive & peripheral equipment (e.g., printers, tape evaluators).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be required to work evening or night shift, holidays & weekends. Applicants for positions in Department of Administrative Services, Computer Services, must submit to & pass Ohio State Highway Patrol background check & work as essential employee.

<b><u>CLASS TITLE:</u></b> Data Librarian 2	<b><u>CLASS NUMBER:</u></b> 12342	<b><u>BARGAINING UNIT:</u></b> 09
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**EFFECTIVE DATE:**  
06/30/1991

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Catalogs, labels, files & retrieves magnetic &/or cartridge computer tapes on independent basis, cleans & maintains tape drives, logs tapes in & out of data library, automated library systems or mixed media storage systems, scratches/erases &/or deletes tapes for reuse, cleans, repairs & replaces tapes, compiles statistical data of work/services provided & prepares graphs & operates computer terminals, tape drives & other state-of-art peripheral computer equipment (e.g., printers, tape evaluators).

Mounts tapes on computer tape drives; packages &/or delivers tapes to users or storage facilities; performs clerical tasks associated with tape storage & use (e.g., inventories tapes; photocopies materials; completes routine forms); loads & unloads printers; sets up & cancels production jobs.

Provides information & assistance to users in order to resolve problems regarding status &/or content of tapes; learns to do tape dumps, tape to tape & tape repairs; learns to use personal computer for special projects (e.g., tracking data).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of computer tape library system procedures (e.g., filing & retrieval; tape storage & use); data processing; inventory control. Skill in operation of microfiche reader, computer terminal, tape drive & peripheral equipment (e.g., printers, tape evaluators). Ability to deal with problems involving few variables within familiar context; work alone on most tasks; complete routine forms; stand, walk or bend continuously; lift up to 50 lbs. of tapes & boxes repeatedly; move fingers repeatedly in use of computer terminal.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

9 mos. trg. or 9 mos. exp. in computer tape library system procedures (e.g., filing & retrieval, tape storage & use); 9 mos. trg. or 9 mos. exp. in operation of computer terminal, tape drive & peripheral equipment (e.g., printers, tape evaluators); 9 mos. trg. or 9 mos. exp. in data processing; 3 mos. trg. or 3 mos. exp. in inventory control.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be required to work evening or night shift, weekends & holidays. Applicants for positions in Department of Administrative Services, Computer Services, must submit to & pass Ohio State Highway Patrol background check & work as essential employee.

<b>CLASS TITLE:</b> Data Librarian 3	<b>CLASS NUMBER:</b> 12343	<b>BARGAINING UNIT:</b> 09
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**EFFECTIVE DATE:**  
06/30/1991

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Leads team of lower-level data librarians (i.e., provides work direction & training) in cataloging, labeling, filing & retrieving of computer tapes, ensures deadlines are met, prepares activity reports, coordinates activities, assists in developing procedures for tape library, automated library system or mixed media storage system & monitors inventory control activities.

Catalogs, labels, files & retrieves magnetic &/or cartridge computer tapes; cleans & maintains tape drives; evaluates tapes for reuse; performs tape dumps; makes tape to tape copies; cleans, repairs & replaces tapes; compiles statistical data of work/services provided & prepares graphs; operates computer terminals, tape drives & other state-of-art peripheral computer equipment (e.g., printers, tape evaluators); mounts tapes; performs clerical tasks related to data processing, production control & document control.

Provides information & assistance to users in order to resolve problems regarding status &/or content of tapes.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of employee training & development\*; computer tape library system procedures (e.g., filing & retrieval; tape storage & use); data processing; inventory control. Skill in operation of microfiche reader, computer terminal, tape drive & peripheral equipment (e.g., printers, tape evaluators). Ability to deal with problems involving several variables within familiar context; write concise & accurate reports; stand, walk or bend continuously; lift up to 50 lbs. of tapes & boxes repeatedly; move fingers repeatedly in use of computer terminal.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. trg. or 12 mos. exp. in computer tape library system procedures (e.g., filing & retrieval, tape storage & use); 12 mos. trg. or 12 mos. exp. in operation of computer terminal, tape drive & peripheral equipment (e.g., printers, tape evaluators); 9 mos. trg. or 9 mos. exp. in data processing; 9 mos. trg. or 9 mos. exp. in inventory control.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be required to work evening or night shift, weekends & holidays. Applicants for positions in Department of Administrative Services, Computer Services, must submit to & pass Ohio State Highway Patrol background check & work as essential employee.