COMPUTER PRODUCTION SPECIALIST I

This is technical work in setting up and scheduling computer production job runs. Typically, employees coordinate pre-established production runs by ensuring that the appropriate JCL is available and that updated data files are present for the runs. Employees at this level provide support to less complex or limited systems. Employees may make limited changes to JCL such as changing dates or other minor parameters. Employees typically report to a higher-level information systems professional, but may also be found in user departments where supervisors do not have technical computing knowledge. Employees perform related duties as required.

I.   DIFFICULTY OF WORK:

Variety and Scope - Employees operate an on-line or remote job entry computer terminal to establish or modify JCL for particular processing jobs and to schedule and submit them for processing. Work typically involves the preparation of computer data tapes to update the database prior to processing or to maintain a copy of the updated database prior to processing. Employees prepare documentation of run instructions for the computer operations staff and review production output and JCL to verify proper execution.

Intricacy - At this level the processing responsibility is for a limited number of applications with most scheduling being pre-established. Employees must understand the data requests from the user program area to determine changes in parameters or files to be accessed.

Subject Matter Complexity - To develop or change JCL requires familiarity with the database or files to determine the appropriate data to be accessed or processed and the parameters required to produce the desired output. Work involves the ability to determine processing sequences and to schedule the jobs to be run on the system. Employees must determine the appropriate data tapes for updating the files or data base and be able to coordinate the library of tapes.

Guidelines - Guidelines include instructions in the use of operating systems, scheduling systems, and tape automation systems as they pertain to the processing and scheduling of production jobs. Most jobs are documented by the applications development staff and are applicable to most situations.

II.   RESPONSIBILITY:

Nature of Instructions - Employees receive applications processing instructions as new applications are developed or changes occur to existing applications. Initial training is provided in the use of operating and scheduling systems.

Nature of Review - Work is performed independently following the documentation, guidelines, and instructions associated with the applications processing procedures. Most review is through the output provided to users who determine that their production needs are being met in a timely manner.

Scope of Decisions - Employees determine the changes to be made in JCL and scheduling to achieve the requests 'from user departments based on their time frames for the data.

Consequence of Decisions - Incorrect decisions in JCL or scheduling could result in incorrect or incomplete data being provided to the user.

III.   INTERPERSONAL COMMUNICATIONS:
Scope of Contacts - Employees have contact with users, applications development staff, and computer operations personnel.

Nature and Purpose - Employees have contact with users to determine their production and processing needs. Additional contact with other information systems personnel or computer operations to determine schedules and processing requirements.

IV.   OTHER WORK DEMANDS:

Work Conditions - Most work is performed in an office setting and requires the use of computer terminals and other computing equipment.

Hazards - Employees are not routinely exposed to workplace hazards.

V.   RECRUITMENT STANDARDS:
Knowledges, Skills, and Abilities - General knowledge of the capabilities and limitations of computers and peripheral equipment. General knowledge of the steps and procedures required to process data through a computer system. Ability to coordinate with information systems professionals, computer operations staff, and users to solve technical problems which impedes or delays the processing of data. Ability to read and interpret computer messages and instructions. Ability to follow written and oral instructions. Ability to establish and maintain effective working relationships.

Minimum Training and Experience Requirements - Graduation from a two-year technical college with a degree in data processing, computer operations, or a closely related field and one year of experience in data processing; or an equivalent combination of training and experience.

Degrees must be received from appropriately accredited universities.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.