OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL
CLASS SPECIFICATION

COMPUTER PRODUCTION SPECIALIST II **Class Code: K2302**

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, performs journey level production control tasks in an on-line mainframe computer environment; handles the total production control cycle for assigned portions of systems operations.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Performs production control tasks encompassing the total production cycle from production scheduling to rescheduling for assigned portions of systems operations.

2. Coordinates work flow of input and output data from users to the computer room; schedules user requests according to priorities to maximize efficiency and computer resources; adjusts schedule to accommodate special projects, equipment malfunctions, or delays; utilizes correct commands to execute the jobs properly; monitors job runs in execution.

3. Reviews job runs generated by the system; checks for accuracy and completion; analyzes and diagnoses problems with job runs; makes determination for resolution; effects remedial action on computer rejections resulting from job control language errors, abends and system restarts.

4. Analyzes machine load and operating time; participates and provides input into the development of improved computer operation procedures and techniques.

5. Checks and edits output products for acceptability and conformance to established standards.

6. Provides interface between input/output and the end user; confers with programmers and computer users on job production; coordinates machine system test sessions with programming staff.

7. Provides technical assistance and guidance to less experienced workers.

8. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience:

Requires knowledge, skill and mental development equivalent to completion of four years high school. Requires one year of experience in performing production control tasks such as production scheduling, monitoring of job runs, verification of job output, and resolution of job run problems in an on-line mainframe computer system such as could be gained as a Computer Production Specialist I or completion of an approved training program.

Knowledge, Skills and Abilities

Requires working knowledge of business practices and procedures.
Requires working knowledge of computer production controls and documentation.
Requires working knowledge of programming operating instructions.
Requires working knowledge of job control language.
Requires working knowledge of computer functionality.
Requires working knowledge of methods to balance and edit computer output.
Requires working knowledge of the procedures and practices used in data systems libraries.
Requires working knowledge of system automation tools.
Requires working knowledge of automated tape management systems.
Requires working knowledge of input/output control functions.
Requires ability to read and comprehend detailed instructions.
Requires ability to effectively communicate facts, processes or work situations.
Requires ability to detect machine errors, run errors and control program errors.
Requires ability to give clear verbal instructions.
Requires ability to perform difficult arithmetic calculations.
Requires ability to react promptly and appropriately to unique situations.
Requires ability to prioritize and schedule job runs by automated software.
Requires ability to read, interpret and manipulate system utilities to correct error conditions and/or prevent potential production problems.
Requires ability to organize and perform multiple tasks accurately and efficiently to meet production schedules.
Requires ability to establish and maintain harmonious working relationships with co-workers and users and to foster team spirit.
Requires ability and willingness to be on call to resolve production problems during off-duty hours.

Approved by the Secretary of State Merit Commission, April 16, 2003
Effective May 16, 2003

Tests and Weights:	Training and Experience	100%