

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL
CLASS SPECIFICATION**

DATA CENTER SPECIALIST II

Class Code: K2622

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, operates an on-line mainframe computer and associated terminals, tape drives, printers and other peripherals; executes more technical programmed instructions; responds to complex production and operating problems such as system splits or machine halts.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Reviews and analyzes programmed instructions to determine proper application; prepares computer system for operation by loading programs and giving initial operating instructions; enters operating commands; interprets computer generated messages.
2. Operates computer console for the full-range of production activities; applies proper operating procedures to maximize production and minimize processing time.
3. Analyzes machine load and operating time; participates and provides input into the development of improved computer operation procedures and techniques.
4. Checks and edits output products for acceptability and conformance to established standards.
5. Effects remedial action on computer rejections resulting from job control language errors, abends, restarts and problems with program execution.
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 the operation of an on-line mainframe computer and associated terminals, tape drives, printers and other peripherals such as could be gained as a Data Center Specialist I or completion of an approved training program.

Knowledge, Skills and Abilities:

- Requires elementary knowledge of computer functionality.
- Requires elementary knowledge of data processing concepts.
- Requires working knowledge of business practices and procedures.
- Requires working knowledge of difficult arithmetic calculations.
- Requires working knowledge of programming operating instructions.
- Requires working knowledge of automated job submission systems.
- Requires working knowledge of programming and job control language as it relates to computer operations.
- Requires ability to accurately input instructions and commands using a computer keyboard.
- Requires ability to effectively communicate facts, processes or work situations.
- Requires ability to react promptly and appropriately to unique situations.
- Requires ability to comprehend and carry out complex written and oral instructions.
- Requires ability to read, interpret and manipulate system utilities to correct error conditions and/or prevent potential operations problems.
- Requires ability to apply logic and reasoning to identify and resolve computer system operations problems.
- Requires ability to give technical assistance to and train lower level workers.
- Requires ability to understand and interpret computer operations procedures and to assign appropriate media to each phase of an operation.
- Requires ability to exercise discretion in handling confidential data.
- Requires ability to establish and maintain harmonious working relationships with co-workers and users and foster commitment and team spirit.
- Requires ability and willingness to work non-standard shifts.

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

Tests and Weights:

Training and Experience	100%
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