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DATA PROCSSNG CONTROL CLERK I
(DATA PROCESSING CONTROL CLK I)

Duties Summary:

Reviews and controls the input and output of data for a centralized electronic data processing operation for accuracy, completeness and timeliness; coordinates the flow of work according to documentation instructions and job requirements; identifies discrepancies and takes appropriate corrective action; maintains a variety of control ledgers; and performs other duties as required.

Distinguishing Characteristics:

This class reflects responsibility for performing substantive clerical work requiring knowledge of computer input and output control requirements. The work involves the review, control and submission of job input consistent with timely and proper sequencing so as to obtain desired results; the review of output for the assurance of a successful run; the identification of errors or other problems in the event of abnormal terminations ("abends") and the determination of and taking appropriate action to rerun, restart, recover, degenerate as appropriate, correct job control language cards, and other related actions so as to obtain a correct output. To meet these ends, the work involves assembling and submitting appropriate tapes, cards and other material according to documentation for successful job processing; correcting job control language cards for errors which do not require the services of programmers and for which special training has been given to positions in this class (e.g., correcting syntax or insufficient parameter through the addition of commas, parentheses, determining and replacing missing or damaged cards, etc.); maintaining control ledgers to reconcile financial information with the results of processing as well as number of forms; reviewing operations documentation prepared by programmers to ensure that all required forms are completed properly and that instructions are understandable and provide information to cover potential problems in activities for which the control clerk is responsible; maintaining schedules for timely processing; and assigning code numbers and accounting for magnetic tapes and disks. Other peripheral work performed by positions in this class includes preparing print-

outs for distribution by operating decollating or bursting machines and operating specialized equipment for checking and evaluating magnetic tapes and computer display terminals to report on the status of jobs or to verify the cataloging of commuter tapes.

A position this class works under the general supervision of a higher level data processing control clerk or other data processing positions and is responsible for data processing activities for two or more departments on an assigned work shift in a central electronic data processing operation of such intensity that several shifts are involved.

Examples of Duties:

Receives and reviews work request sheets submitted by the user agencies and if necessary checks that all required resources are provided for job processing; logs receipt of work; verifies the completion and proper transmission of keyed data for computer processing; refers to documentation and enters special operating instructions necessary for job execution; submits the job for processing according to established schedules; contacts the user agency to ensure the timely submittal of data according to established input schedules and also when job control data is missing, verifies that data input from the departnent directly through on—line terminals has been transmitted and is ready for processing before job submission; prepares and inserts control and priority cards in job control language decks per instructions; assembles job control language cards for processing; reviews catalog listings of generation data groups; corrects catalog through un—cataloging and re-cataloging procedures as necessary; assures that the appropriate data sets are submitted for computer processing; maintains magnetic tape and disk usage logs; initializes tape and disk volumes and prepares appropriate labels; cleans and determines whether magnetic tapes should be salvaged or destroyed and makes recommendations; reviews computer outputs for indications of a successful or abnormal run; identifies the cause of unsuccessful runs through special codes and determines and takes appropriate action including resubmitting the job for rerunning or restarting or notifying the programmer; as necessary, takes appropriate steps as directed by the programmer in the recovery or recreation of files required; determines and corrects job control language cards when correction involves language and

symbol discrepancies not requiring the services of a professional programmer; prepares output for proper distribution by decollating and bursting according to documentation; notifies the affected user agencies of schedule changes required by abnormal termination of jobs, software or hardware failures, etc.; maintains control ledgers for daily, monthly, quarterly, etc.; reconciliation of financial information, forms, totals or related quantities; performs followup and corrective actions required within the facility and with user agencies to ensure proper balancing of results of cumulative computer runs with daily postings performed by the agencies as required; completes checklist to ensure all elements of processing requirements are complete as per documentation; maintains and verifies a catalog listing of computer magnetic tapes and disks; notifies computer operators of changes in priorities of job execution as directed; may recommend the alternation of job classes so as to expedite priority jobs; participates in the determination of recovery procedures due to hardware or software failures; may operate optical mark and character readers, interpreters, reproducers, sorters collators, microfiche and microfilm readers; uses computer display stations to verify cataloging or to report on the status of job execution.

Knowledge and Abilities Required:

Knowledge of: General data processing systems and procedures data input-output requirements relating to various machine applications; source document forms and uses; application of codes and coding procedures; and methods and procedures of controlling input-output data reports, peripheral storage resources and libraries.

Ability to: Identify source document inaccuracies and inadequacies and effect corrective action; review job flow stream and assist in the recovery and restart procedures due to hardware, software or program failures; maintain control ledgers and other pertinent records to control input—output data and ensure meeting project schedule and deadline; operate various pieces of equipment supportive to clerical activities; maintain effective working relationships with others.

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This is an amendment to the specification for the class DATA PROCESSING CONTROL CLERK I, approved on October 12, 1973.

DATE APPROVED: 9/4/80 /s/ Wayne Yamasaki
for DONALD BOTELHO
Department of Personnel Services